

DLA ENTERPRISE SUPPORT, COLUMBUS (DSCC-W)  
OFFICE OF THE SITE DIRECTOR

MISSION:

Serves as the site director at Columbus for the HQ DLA Support Services Directorate. Responsible for direction and oversight for the following DES support services which include: Base Contracting; Business Management; Environmental Safety and Health; Installation Management (facility engineers, real property maintenance, vehicles, base supply and mail); public safety (physical security, fire); morale, welfare and recreation, and technical support (multimedia).

FUNCTIONS:

1. Plans, coordinates and implements requirements for Base Contracting, Environmental Safety and Health, Installation Management, real property maintenance, facilities, operating equipment, services and supplies, common administrative services, Public Safety (security), Multimedia support and Morale, Welfare, and Recreation issues for the Primary Field Level activities and tenants located at the Defense Supply Center, Columbus (DSCC).
2. Acts as liaison between DLA Enterprise Support, Columbus (DSCC-W) and HQ DLA Enterprise Support Services (DES-D).
3. Acts as the principal point of contact to the mission Commander for all support
4. services functions.

BUSINESS MANAGEMENT AND MULTIMEDIA SERVICES OFFICE (DSCC-WT)

MISSION:

Acts as advisor to the Site Director for all graphic arts, photography, audiovisual and Video Teleconferencing services provided to DSCC and tenant activity customers. Provides installation-wide policy formulation for a variety of financial management, human resources, and administrative services for the Site Director, other DSCC-W staff offices and the Office of the Site Director.

FUNCTIONS:

1. Audio Visual Services (Photo, Video, Graphics and VTC):
2. Approves and assigns priorities to requests for graphic, audio-visual, and photographic services.
3. Produces illustrations, drawings, briefing charts, posters and brochures. These are requested by the Command group for briefing VIP visitors, DSCC and tenant organizations, special interest programs, e.g. Multicultural Day, Martin Luther King Celebration, Blacks in Government (BIG), POW/MIA day and many other events throughout the year. Provides technical guidance to activities in the development and effective use of visual material.

4. Operates audio-visual equipment for Center auditoriums and Command conference room. Assures AV equipment is operational in training and conference rooms. Controls presentations in the auditoriums of all satellite broadcasts and the loan of projection equipment, videotapes and edits special interest programs
5. Facilitates and schedules all incoming and outgoing Video Teleconferences; operates the Command Control TV system in Bldg 20 in support of information exchange and training; uses the Scalla System to create requested announcements for special events for Command, Public Affairs, MWR and others
6. Operates a full service photography studio. The studio produces bust portraits, passport photos, copy work, group shots, historical photography and official military photography. Photographs all special interest events for requesting organizations employing a full color and black and white processing lab. Offers a full range of digital photography, processing and printing services.
7. Controls the scheduling of auditoriums and conference rooms.
8. Plans, coordinates and implements requirements for facilities, operating equipment, services and supplies, common administrative services, for the DLA field activities and tenants located at the Defense Supply Center, Columbus (DSCC).
9. Budgets preparation, fund allocation, expenditure control, overtime and travel.
10. Manpower and personnel, training, awards, classification coordination.
11. Provides Interservice Support and Memorandums Of Understanding.
12. Performs all applicable Annex A and Annex B functions, except as provided elsewhere in this mission and function statement.
13. Provides Contractual and Budget Services:
  - a. Initiates and/or processes requests for maintenance service contracts and other support services requirements.
  - b. Provides technical assistance, receives, issues, and processes accounting transactions for the acquisition of equipment.
14. Provides labor and non-labor budgetary assistance for all areas of the DLA Enterprise Support, Columbus.
15. Conducts necessary contract negotiations, contract maintenance, and monitors contract adherence.
16. Resolves problems/issues regarding quality or performance.
17. Ensures a high quality, cost effective service is provided to customers.
18. Administers the Center Forms Management Program.
19. Administers the preparation and management of preparing general orders.

## ENVIRONMENTAL, SAFETY AND OCCUPATIONAL HEALTH OFFICE (DSCC-WE)

### MISSION:

Acts as the principal advisor and assistant to the Site Director on developing and managing programs to assure safe working conditions, environmental quality, and to promote the health of employees and others on DLA-managed facilities.

## **FUNCTIONS:**

1. Develops and administers the implementation of the DLA Safety and Occupational Health Programs Medical Services Program including the arrangement for emergency medical care and medical examinations, under policies prescribed by higher authority, covering all personnel.
2. Investigates, records, and reports accidents involving Government personnel, vehicles and facilities and recommendations for the use of personal protective equipment.
3. Conducts safety inspections, studies, and surveys of areas used by employees and recommends elimination of physical hazards or unsafe conditions. Monitors and provides recommendations for the use of personal protective equipment.
4. Provides informational and promotional material for the furtherance of safety, health, and medical programs. In coordination with training staff, develops the Activity's safety and health training programs. Manages the safety awards programs.
5. Prepares reports such as accident analysis, exposure, Occupational Safety and Health Act compliance, hazards, and maintains program records; evaluates program effectiveness and makes needed revisions.
6. Participates and advises in the formulation of requirements; e.g., projects, procurements, and other similar actions, when safety and health areas are involved to assure a safe and healthful working area for employees.
7. Initiates requests for licenses/permits and controls the handling of hazardous material; performs duties of the activity Radiological and Hazardous Material Control Officer.
8. Maintains liaison and coordination with the Federal Safety Council, and other Government of non-Government agencies, activities, or installations in matters of safety and health.
9. Furnishes the executive secretary for the Activity Safety and Health Council.
10. Provides information, assistance, advice, and coordination (both internally and externally) on matters concerning environmental protection and enhancement at the installation.
11. Acts as the Point of Contact with environmental regulatory agencies and assures the Installation's compliance with environmental regulations, including the submittal of required reports, permit applications, and the preparation/maintenance of all environmental plans.
12. Coordinates preparation of the appropriate environmental documentation for construction projects and real property transactions.
13. Coordinates the disposal of hazardous wastes and excess hazardous property.
14. Researches and initiates projects, procedures, and policies to encourage pollution prevention, waste minimization, and pollution control.
15. Provides technical advise for on site emergencies. Prepares the Installation Pest Management Plan and acts as Installation Pest Management Coordinator.

## INSTALLATION MANAGEMENT OFFICE (DSCC-WB)

### MISSION:

Serves as the principal advisor to the site manager of the DLA Enterprise Support – Columbus, and is responsible for the execution of all aspects of real property and operating equipment maintenance to include all installation facilities, utilities, infrastructure, and operation equipment maintenance; engineering services and master planning; equipment acquisition and maintenance, energy conservation, data administration, mail distribution, base supply operations, and customer services.

### OFFICE OF THE CHIEF

### FUNCTIONS:

1. Provides support to the three main branches of Base Maintenance with regards to all Resource Management, Customer Services, Environmental Services, and Real Property Reporting.
2. Budget preparation, fund allocation, expenditure control, overtime, travel, and training
3. requirements to include Inter-service Support Agreements and Memorandums of Understanding between Installation Base Maintenance and all Tenant Customers.
4. Assists in specialized determinations, data development, and organizational programs and systems studies to include Inspector General (IG) observations, congressional inquiries, etc.
5. Acts as Database Manager to manage data used by the Directorate to control assigned work.
6. Prepares special query programs, as needed, manipulates data and data fields to provide desired reports.
7. Coordinates with the Office of Corporate Information regarding systems changes.
8. Reviews electric, gas, and water service contracts and bills for accuracy. Acts as Equipment Manager to track equipment usage, maintenance, and acquisition.
9. Acts as the first point of contact for Base Maintenance Services. Receives and reviews all work requests to determine assignment of work.
10. Submits work requests to proper authority for approval, as required by regulation and/or management policy. Schedules all work.
11. Provides point of contact for customer relations, service questions, and all other Base Maintenance related calls/requests.
12. Accomplishes physical inventory of real property and related components and updates real property records as required.
13. Prepares all supporting documents to accomplish real property changes, performs space management/utilization and provides the space utilization report.
14. Administers Fleet (DLA and Government Services Administration (GSA)) maintenance, utilization, fuel consumption, and vehicle replacement.
15. Maintains, controls, issues, and monitors GSA vehicle credit cards.
16. Administrator of the Center's fuel distribution program and performs automated/manual fuel dispensing service for all government vehicles gas, liquid propane, and diesel fuels.

## BUILDINGS/EQUIPMENT OPERATIONS AND MAINTENANCE BRANCH (DSCC-WBB)

### FUNCTIONS:

1. Ensures the execution of all types maintenance, repair, and construction requirements (including emergency/weather related repairs) for buildings, roads, grounds, operating equipment, material handling equipment, automotive, office equipment, lab equipment, and other structures/equipment.
2. Establishes, maintains, and executes the Installations Preventative Maintenance Program
3. Establishes, maintains, and executes the Installation's Service Call Response Priority system.
4. Establishes, maintains, and executes the Installation's Emergency Response Priority System.
5. Reviews real property and utilities work for execution via contract.
6. Prepares supporting cost estimates to accomplish service orders, preventative maintenance, and job order contracts.
7. Provides Entomology Services in accordance with the Installation's Pest Management Plan.
8. Accomplishes relocation and set-up of office and other installed industrial equipment in conjunction with office relocations to include movement of office furniture and office equipment, facilities, installed equipment, automotive, material handling exchange, construction equipment, and office/specialized equipment PM & service calls.
9. Performs preventive maintenance, fuel dispensing, responds to service calls, provides modifications, and repairs to all facilities and operating equipment.
10. Initiates actions for maintenance and/or modification of facilities and operating equipment by commercial contract, interdepartmental, or cross-service agreement.
11. Cyclically evaluates the conditions of all facilities and operating equipment for maintenance, modification, repair, turn-in and/or replacement.

## ENGINEERING SERVICES BRANCH (DSCC-WBC)

### MISSION:

Provides all Master Planning functions for the Installation. Engineering Design Services in support of the Center's master plan as well as other required maintenance, repair, construction, and service contracts. Provides all contract administration and inspection services in support of the contracts executed through the design program.

### FUNCTIONS:

1. Prepares, submits, and supervises development of the Military Construction (MILCON) Program.
2. Performs engineering economic studies of operation and maintenance of real property facilities to determine project alternatives and feasibility.
3. Prepares and submits the Installation Master Plan.
4. Plans, reviews, and recommends approval of proposed facility utilization and changes.

5. Coordinates, plans, and schedules the complete movement of office personnel, furniture and equipment for all DSCC and tenant organizations.
6. Administers and documents the Center's Energy Conservation and Awareness Program.
7. Prepares and updates monthly the master listing of all real property maintenance and military family housing projects from inception to completion.
8. Plans, coordinates, and implements engineering design requirements for real property and installed equipment.
9. Provides all engineering services and technical assistance to include: development of engineering project programs; preparation of statements of work, designs, plans, specifications, cost estimates and drawings; and, preparation of original service contracts (specifications drawings and cost estimates) for maintenance of real property. Provides engineering design review of all projects designed by others (e.g., Corps of Engineers, Architect/Engineer).
10. Maintains engineering data files (maps, drawings, specifications, and as-built drawings) related to real property.
11. Provides technical engineering services as required.
12. Contract Administration and Quality Assurance for Equipment Service Contracts:
13. Provides quality assurance inspection in accordance with the surveillance plan of the custodial services contract, and furnishes technical assistance to the contracting officer.
14. Performs quality assurance inspections for various types of service contracts.
15. Resubmits expired and option years to recurring service contracts. Modifies drawings and specifications, prepares estimates, and submits correspondence for contract action.
16. Initiates and/or processes requests for contractual services, maintenance, and other support services requirements.
17. Furnishes technical assistance to contracting officers, makes in-progress and final acceptance inspections of engineering and operating equipment, and assures contractor performance.
18. Administers all types of installation support service contracts.
19. Performs quality assurance inspection and contract administration of real property maintenance projects, including both in-progress and final acceptance inspection and verification of work accomplished against payment requests.
20. Coordinates street closure and power outages through DSCC security office.
21. Provides technical assistance to include preparation of specifications and cost estimates; review and approval of submittals for construction projects; and reviews in-house designs (drawings and specifications) for completeness.
22. Administers the Job Order Contracting (JOC) Program. Prepares designs, completes cost estimates, negotiates with contractor, prepares contract documents, and inspects work for all JOC projects.
23. Acts as liaison between contractors and Safety & Health Office.

#### UTILITIES OPERATIONS AND MAINTENANCE BRANCH (DCSS-WBM)

##### FUNCTIONS:

1. Ensures the execution types of all maintenance, repair, operation and construction requirements (including emergency/weather related repairs) for utility systems in all buildings and real property.

2. Establishes, maintains, and executes the Installation's Preventative Maintenance Program.
3. Establishes, maintains, and executes the Installation's Service Call Response Priority System.
4. Establishes, maintains, and executes the Installation's Emergency Response Priority System.
5. Reviews real property and utilities work for execution via contract.
6. Prepares supporting cost estimates to accomplish service orders, preventative
7. maintenance, and job order contracts.
8. Central Heating Plant Operation:
9. Operates gas fired generators in the Central Heating Plant while complying with environmental regulations on pollution control and operates individual heating systems throughout the Center.
10. Performs routine and annual/summer "shutdown" preventative maintenance program.
11. Provides 24/7 maintenance support for the Installation's Automated Data Processing Facilities
12. Provides uninterrupted service to all ADP operations within the Installation with 24 hour/day, around the clock service on facilities/utilities and backup systems operations monitoring, maintenance, repair, data collection and emergency response

#### OPERATIONS SUPPORT BRANCH (DSCC-WBX)

##### FUNCTIONS:

1. Maintains Accountable Property Book:
2. Ensures all Hand Receipt Holders processing out of DSCC have reconciled all Accountable Property Records.
3. Assists Hand Receipt holders with inventories.
4. Provides Hand Receipt Holder (HRH) training and publishes accountable property policy.
5. Determines item identification, description, cross reference, and interchangeability of non-corporate stock supplies (cataloging service).
6. Provides non-corporate stock transaction status information as required. Acts as liaison between customers, Base Procurement, and DFAS to ensure a complete cycle of actions.
7. Reconciles receiving reports for non-corporate stock with requisitions and forwards for payment.
8. Performs annual and spot inventories of operating equipment.
9. Performs all annual required training for Responsible Property Custodians.
10. Performs all aspects in managing the Defense Energy Support Center capital fuels
11. program on the installation.
12. Acts as the custodian for accounting for all classes of property as required in the Business
13. Systems Modernization property database.
14. Acts as the Contracting Officer's Representative to the DVD contract for office supplies.
15. Adjusts accountability records to reflect disposal actions.

## WAREHOUSING OPERATIONS SECTION (DSCC-WBXO)

### FUNCTIONS:

1. Responsible for the disposal of Excess Stock
2. Processes excess material (equipment, supplies, etc.), processes disposal reports, and ships excess items to other Government installations, contractors, or other property disposal officers.
3. Accomplishes office furniture and equipment moves in support of facilities engineering
4. initiatives
5. Provides storage services to all DLA and non-DLA customers
6. Provides recycling support to the MWR
7. Provides logistics support to all DLA and non-DLA customers
8. Operates a records holding area for the Center.

## CENTRAL RECEIVING FACILITY SECTION (DSCC-WBXR)

### FUNCTIONS:

1. Controls entry to Central Receiving Facility.
2. Manages Building 17 dock area: Directs delivery vehicle traffic to designated receiving docks. Coordinates with Base Security for notification of arrival of delivery vehicles.
3. Unloads/loads trucks using material handling equipment.
4. Screens/x-rays all receipts for potential hazardous contents, notifies Base Security of suspect packages and sequesters suspicious packages for further investigation.
5. Initiates chain of custody and keeps records of deliveries.
6. Delivers screened assets to end users and obtains custody signatures.
7. During elevated threat conditions, opens all packages and mail to determine if they are safe to deliver to end users.

## MAIL SECTION (DSCC-WBXM)

### FUNCTIONS:

1. Receives and processes incoming mail and administrative communications for distribution and processes outgoing mail for dispatch.
2. Provides on/off-center mail pickup and deliveries on a scheduled and as required basis.
3. Provides centralized control of classified/registered/certified mail.
4. Provides classified document custodian service to include destruction of classified materials.
5. Separates and distributes automated reports to Inventory Control Point (ICP) Customers.
6. Manages the loading dock in Bldg 20.
7. Maintains, stores, and controls active and inactive award files; excluding MIPR, Base Contracting, and Phase I (folderization).
8. Controls withdrawal and refiling of contract award files.

9. Receives and reviews requests for extra copies of awards and disseminates as appropriate.
10. Receives, codes, and distributes all mail related to historical files received in the Contract Documents Team.
11. Performs functions to close all large contract award files with signature authority and processes all closed award files to Records Holding Area. 1. Creates and maintains a database inventory of all large contract award files received.

## MORALE, WELFARE, AND RECREATION (MWR) OFFICE (DSCC-WQ)

### FUNCTIONS:

1. Provides for complete management and oversight of entire MWR program.
2. Provides administrative support for entire Branch.
3. Provides the payroll input and administration functions for NAF employees.
4. Provides internal controls.
5. Plans and coordinates an MWR marketing and advertising program.
6. Manages Fitness Center; swimming pool; outdoor recreation; tennis courts; athletic, sports, intramural and aerobics training programs.
7. Manages the Outdoor Recreation equipment rental program.
8. Manages Family Support Programs, which include the Installation Child Development Center (CDC), Family Advocacy Program (FAP), and Relocation Assistance.
9. Provides the Contracting Officer Representative (COR) to administer the Family Advocacy Program contract.
10. Plans and coordinates special events.
11. Provides financial management for appropriated and non-appropriated funds, civilian welfare, lodging and post restaurant funds, and compiles the annual operating budgets.
12. Maintains all books of original entry including, the general ledger, related subsidiary ledgers, and fixed asset records.
13. Provides each fund manager a monthly financial activity status.
14. Arranges for an independent inventory team to take required fixed and re-salable merchandise inventories.
15. Plans and coordinates special events.
16. Establishes non-appropriated fund purchasing and contracting procedures for non-appropriated fund goods or services.
17. Provides membership services and maintains accurate records of dues and fees paid and owed.
18. Provides oversight and training for all credit card usage and accountability.
19. Plans, coordinates and manages the Installation's Recycling Program.
20. Assists with Command sponsored special events.
21. Manages: Transient lodging, golf, information, ticketing, and registration (ITR) sales program, and the recreational vehicle (RV) and boat storage facility. Provides oversight for Officers' Open Mess, 19<sup>th</sup> Hole, barbershop, beauty Shop, and catering.
22. Technical point of contact for QOL related automated data processing equipment (GOLFTRAC, RECTRAC, LCCS, etc.).
23. Provides oversight for the Installation cafeteria operations.

24. Provides management oversight to the Civilian Welfare Fund and AAFES Council.
25. Acts as Installation liaison to Army Air Force Exchange Service Facility.

## BUSINESS MANAGEMENT AND MULTIMEDIA OFFICE (DSCC-WT)

### MISSION:

Acts as advisor to the Site Director for all graphic arts, photography, audiovisual and Video Teleconferencing services provided to DSCC and tenant activity customers. Provides installation-wide policy formulation for a variety of financial management, human resources, and administrative services for the Site Director, other DSCC-W staff offices, and the Office of the Site Director.

### FUNCTIONS:

1. Plans, coordinates, and implements requirements for facilities, operating equipment, services and supplies, common administrative services, for the DLA field activities and tenants located at the Defense Supply Center Columbus (DSCC).
2. Budget preparation, fund allocation, expenditure control, overtime, and travel.
3. Manpower and personnel, training, awards, classification coordination.
4. Inter-service Support and Memorandums of Understanding.
5. Performs all applicable Annex A and Annex B functions, except as provided elsewhere in this mission and function statement.
6. Initiates and/or processes requests for maintenance service contracts and other support
7. services requirements.
8. Provides technical assistance, receives, issues, and processes accounting transactions for
9. the acquisition of equipment.
10. Provides labor and non-labor budgetary assistance for all areas of the DLA Enterprise
11. Support Columbus.
12. May assist contracting officer in conducting necessary contract negotiations, contract maintenance, and monitors contract adherence.
13. Resolves problems/issues regarding quality and performance.
14. Ensures a high quality, cost effective service is provided to customers.
15. Administers the Center Forms Management Program.
16. Administers the preparation and management of preparing general orders.
17. Administers the Center Financial Liability Program.
18. Manages the Report of Survey program for the Center and all DLA tenant activities;
19. Provides regulatory guidance to Surveying Officers and determines adequacy of final reports.
20. Resolves problems/issues with challenged reports and resubmits for final approval;
21. Initiates legal actions when simple negligence is involved;
22. Analyzes by directorate, pertinent facts to establish supply accountability if order to determine improvement needs.
23. Approves and assigns priorities to requests for graphic, audio-visual, and photographic services.

24. Produces illustrations, drawings, briefing charts, posters and brochures. These are requested by the Command group for briefing VIP visitors, DSCC and tenant organizations, special interest programs, e.g. Multicultural Day, Martin Luther King Celebration, Blacks in Government (BIG), POW/MIA day and many other events throughout the year. Provides technical guidance to activities in the development and effective use of visual material.
25. Operates audio-visual equipment for Center auditoriums and Command conference room. Assures AV equipment is operational in training and conference rooms. Controls presentations in the auditoriums of all satellite broadcasts and the loan of projection equipment, videotapes and edits special interest programs
26. Facilitates and schedules all incoming and outgoing Video Teleconferences; operates the Closed Circuit TV system in Bldg 20 in support of information exchange and training; uses the Scalla System to create requested announcements for special events for Command, Public Affairs, MWR and others
27. Operates a full service photography studio. The studio produces bust portraits, passport photos, copy work, group shots, historical photography and official military photography. Photographs all special interest events for requesting organizations employing a full color and black and white processing lab. Offers a full range of digital photography, processing and printing services.
28. Controls the scheduling of auditoriums and conference rooms.

## PUBLIC SAFETY OFFICE (DSCC-WS)

### MISSION:

Acts as the principal advisor and assistant to the activity head in directing the accomplishment of responsibilities for implementation of DLA programs relating to intelligence/counterintelligence, physical security, law enforcement and investigations, crime prevention and detection, loss prevention, personnel security, fire protection and security education and training, and ensuring that implementation of the communications security program is consistent and compatible with other command security programs. Serves as Center Fire Marshal.

### FUNCTIONS:

1. Implements an integrated program to provide for the protection of personnel, physical security for property, material, equipment, supplies, technical support systems, and classified defense information in accordance with DLAI 5710.1 Also, develops and maintains the activity's Physical Protection Plan.
2. Implements a program for law enforcement and security within the jurisdiction of DLA through enforcement of applicable regulations and orders, and cooperates and maintains liaison with federal, state, military and local authorities in matters of mutual interest.
3. Reports promptly to the HQ DLA Command Security Office all incidents of actual or suspected criminal violations and all incidents of actual or suspected fraud as prescribed in DLAI 5705.1.
4. Refers all matters meriting investigation directly to the appropriate investigative agency, except matters involving actual or suspected fraud, violation of antitrust laws, violation of the

5. In coordination with host activities and/or supporting investigative agencies, monitors major criminal investigations and coordinates crime prevention surveys of the activity and its field establishments; renders reports and/or recommendations for correcting deficiencies and preventing recurrence of incidents.
6. Executes the activity Crime Prevention and Detection Program and serves as the secretary of the Crime prevention and Detection Council to analyze the vulnerability of mission support activities which appear susceptible to theft, diversion, or unexplained losses as indicated by repetitive reports of survey, inventory adjustments, pilferage, or other indicators of systems/procedural deficiencies.
7. Implements the DLA Personnel Security Program to ensure the initial and continuous evaluation of individual security eligibility to occupy civilian positions designated sensitive, and to obtain security clearance on military personnel assigned to DLA.
8. Implements the DLA Information Security Program established for the safeguard of classified information.
9. Provides the activity head with timely information on intelligence and counterintelligence matters bearing on successful accomplishment of the activity mission. Ensures prompt reporting to higher headquarters, in accordance with governing regulations of espionage and other significant counterintelligence incidents.
10. Implements the DLA program for protection of DLA personnel and resources against terrorist acts.
11. Directs and promulgates the DLA Foreign Liaison Program. Coordinates administration of the security aspects of the DLA Foreign Liaison Program, providing advice and assistance to functional elements and field activities, which receive information, training, or visit requests from foreign nationals, and takes action as required to ensure the safety of foreign visitors.

#### Criminal Investigations:

1. Conducts investigations of criminal incidents within the scope of jurisdiction of the activity. Investigations range from general to complex, including sensitive investigations or inquiries. General investigations include offenses as conflict of interest violations, false statements/claims, misrepresentations, misuse of government property, time and attendance fraud etc. Criminal investigations include, such cases as arsons, assaults, bomb threats, receiving stolen property offenses, etc
2. Apprehends, detains, and/or searches interrogation suspects. Physically detains suspects, advises them of Miranda warnings and transfers them to appropriate authorities.\*
3. Serves as a witness in court proceedings or court martial, presents evidence and gives testimony.\*
4. Conducts preliminary investigations of crimes, suspected crimes, preserves/collects/safeguards evidence, and protects crime scenes.\*
5. Maintains and evaluates Crime Prevention Program. Monitors trends and statistics, which reflect possible crime trends, as well as loss and recovery of property.\*

6. Conducts investigations of alleged child/spouse abuse on Center. Coordinates with outside investigative agencies and Family Advocacy Program Coordinator.
7. Responsible for initiating action and monitoring of the DSCC Fraud, Waste and Abuse Hotline Program.
8. Conducts investigations of accidents or incidents of a serious or fatal nature involving DSCC personnel, civilians, contractors, military/and or government property. Performs criminal history checks to ensure the safety and security of Center personnel.
9. Monitors threats against the Center involving anti-government groups, domestic terrorists and/or individuals that could pose a threat to our governmental resources or activities. Provides protective services to individuals during situations of high-risk.

#### FIRE SERVICES BRANCH (DSCC-WSF)

##### FUNCTIONS:

1. Organizes and administers fire prevention and protection activities.
2. Assists in organization and supervision of area and unit fire marshal activities; and formulates regulations for reduction of fire hazards.
3. Instructs and trains installation personnel in fire prevention/ protection techniques and first responder training.
4. Makes regular fire prevention inspections for all facilities and maintains records to secure corrective action.
5. Responds to fire calls to extinguish fires, preventing or minimizing loss of life and property.
6. Investigates fires to determine cause and initiates necessary corrective action. Maintains records and prepares reports of fire prevention and protection operations.
7. Prepares and recommends fire prevention and protection publicity for the installation.
8. Provides first aid support to Center personnel.
9. Provides primary response to installation spills.
10. Provides emergency mutual aid response off-Center to support Whitehall and Columbus Fire Departments.

#### PROTECTIVE SERVICES BRANCH (DSCC-WSP)

##### Law Enforcement:

##### FUNCTIONS:

1. Enforces and maintains law and order throughout the confines of the activity to deter crime and other violations of laws and regulations.
2. Performs stationary or moving patrols to observe, detect, or deter crimes and other violations of laws and regulations.
3. Apprehends, detains, searches, and interrogates, suspects. Advises them of their constitutional rights, and transfers them to appropriate authorities.

4. Assists with serving arrest warrants on the activity on behalf of Federal, state, or local law enforcement agencies.
5. Conducts preliminary investigations of crimes, suspected crimes, preserves evidence and protects crime scenes.
6. Directs pedestrian and vehicle traffic, issues warnings and citations; enforces parking regulations; and enforces vehicle traffic laws and regulations. Investigates and reports traffic accidents.
7. Serves as a witness in court proceedings or courts martial, presents evidence and gives testimony.
8. Conducts a training program for law enforcement personnel assigned to the activity.
9. Maintains and evaluates office files and statistics relating to incidents/offenses within the activity reflecting crime trends, loss and recovery of property.
10. Inspects and searches vehicles, persons, and packages to prevent entrance of illegal material and/or substances and the improper removal of Government property.
11. Provides escort services for the transporting of sensitive documents, material and funds.
12. Responds to activated alarms and emergency situations to secure areas and to render assistance.
13. Controls and inspects the storage, accountability, issue, and transport of Arms, Ammunition and Explosives (AA&E) to include issuance of permits and the registration of privately owned weapons on the activity; and reports loss/recovery of AA&E to DLA.

Police Force:

#### FUNCTIONS:

1. Performs fixed or moving patrols to control access to facilities or highly sensitive areas and to protect Government property and material intrusion, theft, and compromise.
2. Directs vehicle traffic and parking control to monitor and enforce vehicle-operating rules and regulations, and to prevent improper or illegal movement of Government cargo.
3. Performs ingress and egress control at gates to the facility and to critical sensitive areas. Check for authorized identification and credentials, vehicle decals, passes, permits, and registers visitors.
4. Inspects vehicles, persons, and packages to prevent entrance of illegal material and/or substances and the improper removal of Government property.
5. Inspects classified containers and vault facilities to assure that they are properly secured.
6. Provides escort services for the transporting of sensitive documents, material, and funds.
7. Responds to activation of restricted or controlled area alarms and emergency situations to secure areas and to render assistance.
8. Controls and inspects the storage, accountability, issue, and transport of arms, ammunition, and explosives (AA&E) to include issuance of permits and the registration of privately owned weapons on the activity; and reports loss/recovery of AA&E to DLA.
9. Conducts a training program for police personnel assigned to the activity.

## Vehicle Registration/Pass and ID:

### FUNCTIONS:

1. Implements the policy and procedures for the registration, inspection and marking Privately Owned Vehicles (POV) on Defense Logistics Agency (DLA) activities.
2. Implements the policy and procedures for the issue and control of security badges, DLA identification cards, and military identification cards.

## SECURITY OPERATIONS BRANCH (DSCC-WSI)

### Intelligence and Counterintelligence:

### FUNCTIONS:

1. Provides the DLA field activity PLFA Commander timely information on intelligence and counterintelligence matters bearing on successful accomplishment of the activity mission. Reports promptly to DLA in order to accomplish the activity mission and in accordance with governing regulations.
2. Develops security portions of the activity emergency plans.
3. Maintains liaison with Federal, state, local, and military authorities to ensure mutual exchange of information concerning the counterintelligence threat to include espionage, terrorism and actions by dissident groups.
4. Executes the DLA Information Security Program established for the safeguarding of classified information to include: security inspections to ensure organizational and individual conformity to DLA and DoD information security policy and procedures; and reviews reports of preliminary inquiry and formal investigations concerning violations of such policies and procedures.
5. Executes the DLA program for protection of DLA personnel and resources against terrorist acts by providing terrorist threat briefings to activity personnel traveling to areas where a terrorist threat exists and reporting to DLA, on a high priority basis, information regarding any local dissident or terrorist threat to successful mission accomplishment to the President or other high ranking DoD officials.
6. Executes a security training and education program in support of mission functions in the counterintelligence, antiterrorism, operations security, and information security program areas. This program includes briefings on protection of classified information, defensive security briefings for overseas travelers, terrorist threat briefings and counterintelligence briefings directed towards neutralization of hostile intelligence activities and reporting threats to DoD officials.
7. Directs and promulgates the DLA Foreign Liaison Program. Coordinates administration of the security aspects of the DLA Foreign Liaison Program, providing advice and assistance to functional elements and field activities which receive information, training, or visit requests from foreign nationals, and takes action as required to ensure the safety of foreign visitors.

## Personnel Security:

### FUNCTIONS:

1. Conducts inquiries, inspections and surveys, and reviews activity plans and support agreements to ensure organizational and individual compliance with personnel security requirements, and provides reports of violations and inspections to DLA.
2. Conducts liaison with local law enforcement agencies and submits information and recommendations to DLA.
3. Conducts individual and group briefings, and advises assists both individuals and management officials on personnel security requirements.
4. Maintains personnel security files records and data system requirements.

## DES BATTLE CREEK OFFICE OF THE DES BATTLE CREEK SITE DIRECTOR (DRMS-W) (DLIS-W)

### MISSION:

The DES Battle Creek Site Director acts as the principal advisor and assistant to the Director, DES, in directing and implementing policies and objectives related to the areas below, to provide support to DES Battle Creek, J-6 DLIS, DRMS, and J-8 Financial Operations Battle Creek.

Directs the management and operation of A76/Commercial Activities and Business Management functions to include contractual services, printing and publications, records, publications, and forms management, contracted advisory and assistance services, organization, and position management and contingency support to the warfighter including emergency essential designated position management.

Directs the management of the Morale, Welfare and Recreation programs for the Hart-Dole-Inouye (HDI) Federal Center, which includes the Family Advocacy Program Manager, fitness center, Information Ticketing, and Registration Office, recreation management, childcare coordination, relocation assistance, and non-appropriated fund management.

Directs the management of the Public Safety Program and the Safety and Occupational Health Program for the HDI Federal Center and worldwide field activities. This includes fire protection, emergency services, and safety programs. Also, directs the operation of the Command and Control Center and the COOP Program for the HDI Federal Center.

Directs the management of operations and services encompassing Installation Management for field activities worldwide. Also, directs the management of operations and services for the HDI Federal Center's Facility Management, including Transportation Officer functions, mail, and correspondence. Serves as the Accountable Property Officer.

Directs local on-site IT contracting support and IT customer support to tenant activities of the HDI Federal Center, which are provided by the DES Battle Creek Contracting Services Office.

#### FUNCTIONS:

1. As Supervisor, the Executive Assistant to the DES Battle Creek Site Director, directs the Administrative Duties and Services and Support Team functions to include training, a variety of reports/spreadsheets/charts, site budget assistance, time and attendance, and special programs such as the suggestion program.
2. Administers the CA Program and serves as the DES focal point.
3. Tailors PWS to local conditions based on HQ DLA prototypes, identifying work the Government and private sector will do as a basis for bids.
4. Assists in preparing the Government's bid in accordance with Office of Management and Budget (OMB) Circular A-76.
5. Oversees the development of a Quality Assessment Plan to be used to measure performance.
6. Develops an environmental assessment and socioeconomic review for functions under study that involve more than 50 employees for any competition.
7. Develops a transition plan associated with transitioning from in-house operations to contract.
8. Develops a contingency plan identifying how the Government will perform a contracted function if the contractor fails to perform.
9. Oversees the development of the cost data and comparison studies associated with the CA Program.
10. Works closely with HQ DLA CA program managers to ensure corporate consistency.

#### OFFICE OF THE CHIEF CUSTOMER SUPPORT (DLIS-WL)

##### MISSION:

Directs the operation and management of three branches: 1) Business Management, 2) Moral, Welfare and Recreation, and 3) Public Safety.

#### BUSINESS MANAGEMENT BRANCH (DLIS-WLB)

##### MISSION:

Develops objectives and implements policies and programs related to contractual services (includes certification for all DES managed contracts), printing, audiovisual services, DES Battle Creek organization, and position management, DLA contingency support to the warfighter and worldwide field activity operations and services for regulatory publications/records/forms management. Serves as focal point in the coordination of pertinent DLA One Book chapters, as they pertain to DES. In collaboration with DLA Human Resource Center, New Cumberland (DHRC-N) provides guidance to the workforce on the implementation of the NSPS.

## **FUNCTIONS:**

### **(Contractual Services)**

1. Serves as central focal point for contract acquisition activities.
2. Reviews and coordinates contractual documents. Performs liaison with other offices
3. concerning appropriate contract costs, availability of funds, and soundness of
4. contractual agreements.
5. Reviews and coordinates all assigned PBSs, SOW, and TOs to ensure they conform to the Federal Acquisition Regulation (FAR) and other applicable procurement regulations.
6. Administers coordination and tracking of all contractor support services and contracts.
7. Advises the DES Director and submitting director of the status of active requests for
8. contractual services and contracts currently in effect.
9. Serves as COR for all DES managed contract support provided to appropriate
10. organizations covered under Interservice Support Agreements.
11. Develops and maintains requirements for Contractual Services Program.
12. Provides oversight and direction to staff on completion of process/program
13. improvements.

### **(Printing Publications)**

1. Reviews and approves requests for proposed printing.
2. Serves as liaison with the DLA Automation and Production Service (DAPS).
3. Administers the printing, duplication, micro publishing and office copying programs for supported agencies through written agreements. Exercises control and accountability of these programs.
4. Ensures product quality and conformity to applicable policies, procedures, and controls that supplement HQ DLA and DOD publications programs.
5. Serves as the focal point for coordination of DLA One Book chapters as they pertain to DES.

### **(Management Controls)**

1. Manages the DES Management Controls program which is used to detect and resolve existing problems and avoid potential ones.
2. Writes the Annual Statement of Assurance.
3. Facilitates the development of the yearly DES Management Controls Plan objectives and reports quarterly to DLA.

### **(Records, Publications, Forms, and Visual Information)**

1. Serves as the program manager for the Records Management Program, including the micrographics operation. Liaison with HQ DLA, and the National Archive Records Administration officials.
2. Serves as Publications Requirements Manager. Prepares and arranges for authenticating regulatory publications and other official documents.
3. Maintains the master set and issues an index of publications.

4. Prescribes policies and procedures for issuing regulatory publications as they pertain to media and editorial accuracy.
5. Implements DOD audiovisual policies and procedures and serves as Visual Information Control Officer.
6. Serves as program manager for the Forms Management Program. Designs and automates forms.

(Organization and Position Management)

1. Manages the policies and procedures for development of DES organization structure, functions and employee positions.
2. Prepares organizational change packages for local or HQ DLA approval. Evaluates, coordinates, and recommends appropriate action or organization changes, organization/ position titles, mission assignments, function statements, and position structures.
3. Develops organizational objectives and conducts cyclic organization surveys with other organizations, as needed. Establishes organization structures to effect optimum uniformity, eliminate overlapping, or duplicate responsibilities and ensure mission and operational responsiveness.
4. Develops the most efficient organization (MEO) for CA studies.
5. Furnishes advice and information within the activity on organizations and missions of other DOD components and Federal civil agencies.
6. Develops and manages the position management program.
7. Administers the DES Battle Creek Recruitment Program, including the program management of the Student Temporary Employment Program and fostering a Government and private sector partnership/outreach.

(DLA Contingency Support Team (DCST))

1. Serves as the program manager for the DCST's direct support of the war fighter. Also, serves as liaison with the DLA Joint Logistics Operations Center (JLOC) for all pertinent matters.
2. Briefs and provides information support services to the volunteer employees who serves in the CENTCOM Area of Responsibility (AOR).

(Drug Testing Program)

Serves as the Drug Testing Coordinator tracking all testing designated positions; provides random testing notification, and instructions to selectee's first line supervisor.

(Strategic Metric/Plans)

1. Serves as program manager for strategic plans and metrics for DES Battle Creek.
2. Develops, coordinates, and analyzes mid and long range plans and logistics objectives.
3. Acts as facilitator in the development of quantifiable measure (metrics) to assure progress toward meeting DLA goals. Liaison with DLA program managers to implement reporting procedures.

(Emergency Essential Designated Position)

1. Serves as the program manager for the DLA civilian personnel on designated Emergency Essential positions. Also, serves as liaison with the HQ DLA J-6 and J-3 to create an available cadre of employees with the right skills sets to ensure support readiness.
2. Identifies and monitor position requirements to support the success of combat operations or the availability of combat-essential systems to meet mission requirements levied by the agency.

(Incentive Award Program)

Serves as program manager for the DLA Incentive Awards Program for DES Battle Creek. Responsibilities include, but are not limited to, providing guidance on the awards program policies and procedures; and reviewing award submittals to ensure they meet written criteria found in the DLA One Book guidance.

(Telework Program)

Manages the policies and procedures for the DES Telework Program.

(History Room)

Maintains the memorabilia in the history room at the HDI Federal Center. Also maintains historical building files.

(Official News)

Serves as the point of contact for Official All News. Disseminates official information to building employees to include: On-the-clock Equal Employment Opportunity (EEO) and Quality of Life functions, policies, health benefits, job notices, Want Ads, training, facilities information, security, emergency services information, Combined Federal Campaign (CFC), and official information approved through DES Battle Creek.

MORALE, WELFARE AND RECREATION BRANCH (DLIS-WLQ)

MISSION:

Serves as program manager and assistant Non-Appropriated Fund (NAF) Fund Manager for the HDI Federal Center Morale, Welfare and Recreation programs, including: the Family Advocacy Program (FAP), fitness and recreation programs, the Information Ticketing and Registration Office, relocation assistance, and child care coordinator.

FUNCTIONS:

(Quality of Life(QOL))

1. Prepares the annual Appropriated Fund/Non-Appropriated Fund (AF/NAF) budgets and strategic plans. Serves as the one fund manager on the DLA One Fund Committee.
2. Serves as the Recorder of the QOL Council for the purpose of planning and budgeting for QOL activities and NAF expenditures.

3. Services all HDI Federal Center employees, active duty/reserve guard, and their families and retirees in the areas of morale, welfare and recreation, fitness, family support services and childcare.
4. Serves as the Contracting Officer for all NAF contracting purchasing orders.
5. Serves as program manager of the Family Advocacy Program; develops and
6. implements all policies and procedures in accordance with DODD 6400.1, DODI 6400.3.
  - a. Designs, develops, and implements an installation wide program of child
  - b. and spouse abuse prevention and education. Develops training modules, lesson plans, and conducts evaluation of the same.
  - c. Serves as subject matter expert and advisor on all mental health issues including child and spouse abuse, rape, sexual abuse, violence in the workplace, critical incidents, stress management, conflict resolution, and suicide.
  - d. Provides mandatory training for all commanders, commissioned, and noncommissioned officers in the areas of identification, potential problems, and the actions that may be taken within the statutory and regulatory limitations
  - e. Provision of triage and social services for active duty military and their families, as well as civilian employees.
  - f. Presents FAP cases to the Case Review Committee.
  - g. Functions as Case Manager in all cases of reported military child and spouse abuse.
  - h. Serves as liaison with community services providers.
  - i. Serves as lead on the violence in the workplace team.
  - j. Serves as program manager for the Information Ticketing and Registration Office.
  - k. Provides recreational, informational services, tours and sales of special items to all Federal Center tenants.
7. Serves as program manager and provides guidance and policy on the management of the Fitness Center.
  - a. Evaluates and implements health risk screening instruments for prospective members.
  - b. Conducts fitness assessments or reassessments for members. Maintains and services exercise equipment.
  - c. Designs exercise prescriptions and provides equipment orientation for members.
  - d. Cooperatively designs and implements health and fitness promotion programs and events for Federal Center personnel.
6. Serves as program manager for the Relocation Assistance Program. Develops and implements policies and procedures in accordance with Army Regulation 608-1.
  - a. Provides a full range of relocation services, information and assistance to DOD military/civilian personnel and their families who are involved in, or anticipate a permanent change of station. Collaborates extensively with other Federal, State and civilian agencies.
  - b. As TRICARE support office manager, provides forms and information on insurance providers to active duty and retired military personnel.
7. Serves as child care coordinator.
  - a. Develops local policy in accordance with the National Defense Authorization Act of 1994, DODI 6060.21, Army Regulation 608-1, and DOD fee scales.
  - b. Establishes Memorandums of Agreement with commercial child care providers

or family childcare providers who are state or county licensed and accredited through the National Association for the Education of Young Children (NAEYC)

- c. Establishes tuition assistance for HDI Federal Center families, active duty military and deployed reserves and guard.
- 8. Serves as program manager for the Federal Center Recreation Program. Provides guidance and policy, plans and coordinates programs such as intramural sports, arts, crafts, and various workshops.
- 9. Serves as the point of contact for all Unofficial News to include: retirements, appreciation notes, lost and found, and other general information; off-the clock EEO and Quality of Life functions; trips and social functions, etc.

#### PUBLIC SAFETY BRANCH (DLIS-WLS and DRMS-WLS)

##### MISSION:

Manages the Public Safety programs for the HDI Federal Center and field activities worldwide.

##### FUNCTIONS:

1. Prepares and issues, when required, identification cards, and badges to identify, control and facilitate movement of personnel within the activity, its field elements and the host installations.
2. Establishes and directs the Physical Security Program. Provides intelligence information regarding combating terrorism threats to the Commands.
3. Administers the DLA Personnel Security Program and the DLA Information
4. Security Program to ensure compliance with DOD and DLA policies and procedures, to include the initial and continuous evaluation of individual security eligibility to occupy civilian positions designated sensitive, and to obtain security clearance on military personnel assigned to DLA.
5. Conducts inquiries, inspections and surveys and reviews activity plans and support agreements to ensure organizational and individual compliance with personnel security requirements. Provides reports of violations to DLA.
6. Conducts individual and group briefings, advises and assists both individuals and management officials on personnel security requirements.
7. Maintains personnel security files, records and data system requirements.
8. Administers the DLA Information Security Program to safeguard classified information.
9. Develops security portions of the Activity Emergency Plans.
10. Develops and administers a security training and education program in support of mission functions regarding counterintelligence, antiterrorism, operations security and information security.
11. Administers and implements the DLA and DOD programs for protection of DLA personnel, assets and resources against terrorist acts.
  - a. Provides threat and travel briefing and training to personnel traveling to areas where a terrorist threat exists.

- b. Conducts Antiterrorism Vulnerability Assessment Reports.
  - c. Tracks findings in the Vulnerability Assessment Report Database (VARD) and Core Vulnerability Assessment Management Program (CVAMP).
  - d. Report trends and statistics to the Command and DLA.
- 11. Provides information and reviews applicable inspection guidelines, as requested, for completed and future inspections, audits and assessments with appropriate timeframes.

(Fire Protection and Emergency Services)

- 1. Serves as Senior Fire Protection Officers for the HDI Federal Center.
- 2. Establishes and directs the DLA Fire Protection and Emergency Services Program.
- 3. Conducts facility fire safety inspections. Documents findings and ensures compliance.
- 4. Develops and maintains the Occupant Emergency Plan and Emergency Plans and Procedures.
- 5. Develops, maintains and submits after-action reports resulting from emergency response incidents. Coordinates Situation Reports (SITREPS) resulting from emergency incidents with Command and Control Center (CCC) for submission to DLA.
- 6. Conceptualizes, plans and conducts emergency response drills and exercises.
- 7. Critiques exercise activities and develops exercise after-action reports.
- 8. Develops and administers emergency training programs for the facility.
- 9. Acts as primary liaison with local law enforcement, fire, emergency medical service and emergency management agencies.
- 10. Responsible for emergency management and emergency response functions.
- 11. Supervises and staffs the Emergency Operations Center (EOC).
- 12. Establishes, directs and maintains emergency radio communications systems.
- 13. Establishes, directs, maintains and trains Emergency Response Team, floor monitors and EOC staff.
- 14. Establishes and maintains Mutual Aid Agreements with local and state law enforcement and emergency response agencies. Establishes and maintains Mutual
- 15. Support Agreements with local Federal Government Agencies.
- 16. Conducts and coordinates post-fire cause determination/arson investigations.
- 17. Conceptualizes, plans and conducts emergency response drills and exercises for the Stars and Stripes Learning Center.
- 18. Critiques exercise activities and develops after-action reports.

(COMMAND AND CONTROL CENTER (CCC) AND CONTINUITY OF OPERATIONS (COOP) PROGRAM)

- 1. Supervises the operation and staffing of the DLA Battle Creek CCC. Provides Operations Officer for normal daily staffing and operation of the CCC. Collaborate and provide

administrative control and procedures with DLIS for the Staff Duty Officer (SDO) to cover after-hours operational requirements.

2. Provides operating procedures and administrative support for the Crisis Action Team
3. (CAT). Coordinates augmentation staffing and training as required when CAT activation is directed.
4. Provides planning information, coordinates development and participates in implementing emergency, contingency and operational plans and associated
5. Combatant Commander Exercises involving operations in Battle Creek.
6. Compiles, evaluates and distributes logistics and intelligence information during military operations or exercises, increased Defense Readiness Condition (DEFCON) or national emergencies. Coordinates with internal and external activities to ensure multiple actions are accomplished.
7. Develops, administers and conducts emergency and continuity exercises in coordination with the Emergency Services staff. Critiques the exercise play, follows-up on problem areas and prepares reports.
8. Develops and maintains plans and procedures for establishing and operating an alternate CCC.
9. Serves as the Defense Continuity Program (DCP) Program Manager for DLA Battle
10. Creek activities. Serves as lead planner and coordinates the development, maintenance, and testing of Continuity of Operations (COOP) plans, the IT COOP and disaster recovery plans under the cognizance of J-6B. Ensures the program complies with DOD S-3020.26-P, the DLA One Book and other applicable COOP planning directives.
11. Coordinates the integration of Information Technology (IT) COOP and disaster recovery plans with the organization's overall COOP plans to ensure these are complimentary and mutually supportive for ensuring the continuity of mission essential functions.
12. Coordinates the annual COOP plan review with DLA Battle Creek activities, and coordinates the quarterly validation of COOP recall procedures.
13. Manages an integrated COOP Test, Training, and Exercise (TT&E) program, including annual exercises, COOP team training and COOP awareness training for all employees.
14. Administers the off-site vital records storage program through contracted support. Maintains inventory control of off-site vital records. Monitors and tests contractor capability to respond in emergency situations.

## OFFICE OF THE CHIEF CUSTOMER SUPPORT (DLIS-WR and DRMS-WR)

### MISSION:

Directs the operation and management of three branches: Safety and Health, Facilities Management and Installation Management for field activities worldwide.

## FACILITIES MANAGEMENT BRANCH (DLIS-WRF and DRMS-WRF)

### MISSION:

Directs the operations and services encompassing the HDI Federal Center's facility management, including master planning and alteration, acquiring, utilizing and maintaining operating supplies and equipment, property accountability, environmental quality and energy conservation. As Transportation Officer, directs the operations encompassing shipping, receiving, warehousing and fleet vehicles. Serves as the facility Mail and Correspondence Manager and Accountable Property Officer.

### FUNCTIONS:

1. Administers the Environmental Management Program for the HDI Federal Center tenants.
2. Serves as program manager for the Hazardous Materials/Waste Program, the Recyclable Materials Program, the Pollution Prevention Program, the Alternative Fuel Vehicle Program, and the Affirmative Procurement Program. Ensures compliance with local, state, and Federal Environmental Regulations and guidance.
2. Originates, tracks, and certifies Reimbursable Work Authorizations (RWAs).
3. Administers parking utilization for the Federal Center and assigns parking spaces for managers.
4. Manages office space assignment and utilization. Conducts reviews and surveys to justify assigning additional space. Relocates employees based upon organization changes and needs. Assigns and supports existing space. Documents the activity's justification for proposed facility changes with utilization and equipment.
5. Provides program management for equipment assigned to the activity. Determines operating equipment needs and requirements for a balanced inventory.
6. Monitors the Government's use of operating equipment. Determines equipment needs and maintains historical records.
7. Provides lock and key control.
8. Processes service requests for reservations of conference/meeting rooms, set-up of related equipment and furniture, office moves and miscellaneous services.
9. Manages ADP software/hardware inventories and associated stocked and non-stocked purchases.

### (Transportation)

1. Serves as Transportation Officer and program manager for the Astray Freight Program.
2. Approves use of Government vehicles and provides guidance on proper use of Government owned vehicles.

(Mail and Correspondence)

1. Serves as the official Mail Manager for the installation. Acts as liaison between all mailers, the contracted mail center and the United States Postal Service (USPS).
2. Administers and monitors several postal accounts with Pitney Bowes and the USPS. Administers policies and procedures set by DOD, DLA and the USPS.
3. Maintains the central automated tracking system for all suspenses to ensure timely completion of all actions. Also, develops policies and procedures for all incoming correspondence including registered and classified documents.

(Accountable Property Officer)

1. Serves as Accountable Property Officer and provides guidance, procedures and related training on accounting of property.
2. Performs data owner responsibilities for the Defense Accountability Property System (DPAS).
3. Maintains accountable property records using AssetWin, a J6B/DLIS-T mandated database, used to account for all IT property/assets. Maintains the Asset Property Book.

(Supply)

1. Serves as coordinator for all vendor invoices for services and supplies requiring payment by DFAS.
2. Performs data owner responsibilities for the Base Operations Support System (BOSS).
3. Maintains accountability for all forms stocked and stored.

SAFETY & OCCUPATIONAL HEALTH BRANCH (DRMS-WRH and DLIS-WRH)

MISSION:

Manages the Safety and Occupational Health Program for the HDI Federal Center and field activities worldwide.

(Safety)

1. Performs management oversight of all safety and industrial hygiene functions performed.
2. Reviews host/contractor safety and industrial hygiene reports.
3. Provides assistance and consultation to employees in securing safety and industrial hygiene support from hosts/contractors.
4. Provides and/or coordinates safety training for employees.
5. Performs annual assessments of field activities.
6. Performs risk management functions.

7. Monitors management oversight of field activities' Radiation and Ammunition, Explosives and Dangerous Articles (AEDA) related problems.
8. Serves as central gathering point for accident reporting.
9. Provides safety and industrial hygiene guidance to field activities.
10. Performs and/or oversees accident investigations.
11. Assists in performing contractor oversight of safety related functions (pre-awards, post-awards and special requests).
12. Serves as liaison between local, state and federal Occupational Safety and Health regulatory authorities.

#### (Occupational Health)

1. Performs management oversight of all occupational health functions performed at field locations.
2. Reviews host/contractor industrial hygiene reports for occupational health requirements.
3. Provides assistance/consultation to field employees in securing occupational health support for hosts/ contractors.
4. Provides and/or coordinates occupational health training and conducts health promotions.
5. Ensures host health promotions are made available to field employees.

#### INSTALLATION MANAGEMENT BRANCH (DRMS-WRI)

##### MISSION:

Directs the operations and services encompassing installation management for field activities worldwide, including facilities master planning and alteration, acquiring, utilizing and maintaining operating equipment, vehicles and Material Handling Equipment (MHE), facilities management, repair and construction, Hazardous Material Storage Facilities program and permitting, and Third Party Site Cleanup.

##### FUNCTIONS:

1. Develops policy/guidance for field activities relative to the update of the Equipment Management and Control System (EMACS).
2. Performs staff assistance visits, equipment surveys, technical studies and facilities services.
3. Develops policy/guidance for field activities relative to the acquisition of equipment and facilities programs.
4. Provides liaison with host activities for the Materials Handling Equipment (MHE)
5. Program and maintenance support.
6. Prepares budget for the equipment and engineering programs.
7. Prepares economic analysis, when required, for the purchase of equipment.
8. Maintains documentary control, records and inventories of all MHE through EMACS.

9. Determines/validates facilities requirements for worldwide field activities.
10. Develops projects for construction and/or modification of facilities, ensuring the preparation of necessary backup environmental documentation.
11. Reviews, updates as necessary, and submits Master Planning Components.
12. Administers duties of Executive Secretary of Installation Planning Board, which establishes immediate and long-range plans for meeting facilities requirements.
13. Reviews design drawings and specifications related to facilities projects.
14. Maintains coordination with host activities, Corps of Engineers, and Naval Facilities Engineering Command for facility requirements.
15. Coordinates facility projects with offices and directorates.
16. Reviews MHE requirements prior to submission to HQ DLA and makes recommendations for acquisition, replacement and/or disposition of all equipment.
17. Evaluates MHE usage and determines equipment requirements based on workload data, personnel and site operational efficiency.
18. Maintains liaison with commercial sector to keep informed of state-of-the-art development of equipment improvements to ensure specifications are current for the acquisition process.
19. Participates in the DOD Procurement Coordination Committee annual meetings to review specifications for standardization of major commercial construction/MHE.

(Environmental)

1. Performs program management for National Environmental Policy Act (NEPA) matters.
2. Executes and manages Third Party sites (uncontrolled hazardous waste sites or Superfund/Resource Conservation and Recovery Act (RCRA) sites) and in accordance with DRMS-I 6050.1 and DRMS-I 4160.14.
3. Executes and manages RCRA Part B permits at the field activities.
4. Executes and manages RCRA and Comprehensive Environmental Response Compensation and Liability Act (CERCLA) cleanup activities.

DLA ENTERPRISE SUPPORT, NEW CUMBERLAND (DDCNC-E)

INSTALLATION MANGEMENT (DDC-EI)

MISSION:

Is the senior adviser to the Director of Logistics Operations for environmental protection, equipment management, facilities engineering, and industrial engineering.

## FUNCTIONS:

### INDUSTRIAL ENGINEERING

1. Develops and submits the distribution 5-Year Non-Automated Data Processing (ADP) Capital Equipment Plan. Manages and coordinates Capital projects to ensure compatibility with the 5-Year Non-ADP Capital Equipment Plan.
2. Develops mechanization and modernization innovations for distribution systems. Prepares specifications and bid evaluation criteria, and monitors all DDC Distribution modernization and mechanization projects from origin through requisition, installation, and implementation.
3. Conducts original cost analysis and/or benefit analysis on the application of mechanized systems to DCC Distribution operations, and assists in developing and coordinating requirements for mechanized materials handling equipment, storage systems, etc.
4. Analyzes and makes recommendations regarding the feasibility and application of system design and the development of projects for distribution. Perform evaluation of projects to verify design performance.
5. Identifies and documents required Material Handling Equipment (MHE) hardware and/or software design changes and/or modifications to higher level Automated Information System (AIS) and/or control systems. Assists in implementing software programs to enhance mechanized automated systems and provides support to Depots during implementation of higher level AIS and/or control systems.
6. Reviews major equipment purchases requested by DDC Depots.
7. Serves as focal point for the coordination and implementation of distribution modernization studies and projects.
8. Conducts periodic analysis of existing Automated Message Handling System (AMHS) and associated AIS, to verify efficient performance.
9. Conducts site assistance visits as needed to assist depots with problems associated with material flow and/or equipment systems.

### (Facilities Engineering)

1. Provides executive management of the DDC Sustainment, Restoration and Modernization (SRM), Military Construction (MILCON) and Master Planning functions.
2. Identifies and develops maintenance, repair, improvements, and new construction requirements.
3. Manages engineering studies, project designs and services.
4. Requests and coordinates installation support services to accomplish mission goals.
5. Assists in budget preparation for facilities programs, projects, design and other engineering support services.
6. Plans, coordinates, and prioritizes facilities projects.
7. Coordinates and/or interfaces with host installation or engineering officer and/or Corps of Engineers or Naval Facilities Engineering Command for planning, design and construction of projects.
8. Serves as principal advisor to the Commander on all matters pertaining to SRM and work classification (Sustainment, restoration and modernization, maintenance, equipment, etc).
9. Monitors SRM fund availability, obligation rates, and fund balances.
10. Provides monthly/periodic SRM status reports to DLA and serves as technical expert in recommending overall DDC SRM policy.
11. Develops installation plans and consolidated DDC master plan documents, including 5-year

- plans and long-range development plans.
12. Develops the facilities portion of the activity modernization plan.
  13. Develops plans for facilities realignment and re-stationing actions.
  14. Oversee DCC space utilization.
  15. Performs facility studies, economic analyses, sighting approval and environmental depot characterization studies as required to support facility projects in the master plan process.
  16. Prepares statements of work and obtains Architecture and Engineering (A/E) services through the supporting Corps of Engineers or Naval Facilities Engineering Command offices.
  17. Monitors all requests for change of use of real property facilities to include leases etc.
  18. Oversee DDC Energy Management Program.
  19. Conducts technical and functional review of A/E prepared studies, project plans, and specifications. Recommends approval of designs and payments to the A/E.
  20. Prepares architectural/engineering designs, technical specifications, and cost estimates for maintenance, repair and construction contracts.
  21. Obtains A/E Title I (Planning and Design) and Title II (Inspection) services through the supporting US Army Corps of Engineers District Office.
  22. Maintains a technical library consisting of current design standards and requirements.
  23. Conducts technical investigations, provides cost estimates, prepares engineering studies, planning/feasibility and economic studies, consultations, engineering reports, project development brochures, project justification, environmental assessments, and project statements of work for services/projects.
  24. Develops and oversees the DDC MILCON Program.

#### (Equipment Management)

1. Maintains operational, statistical, and historical equipment records for all equipment within the DDC through the use of the Equipment Management and Control System (EMACS).
2. Monitors the use of operating equipment, evaluates and recommends adjustments to customer equipment allocations.
3. Consolidates data to support all vehicle and equipment lease, operation, and maintenance commodity rate structures and estimated quantities.
4. Serves as technical advisor on all matters related to the management and execution of DDC equipment programs.
5. Develops DDC guidance and procedures relative to equipment and maintenance management.
6. Develops short and long-range plans relative to equipment investment, utilization, and redistribution.
7. Provides management of the DDC Non-Capital Equipment Programs.
8. Develops economic analyses to support equipment investment requirements.
9. Conducts staff studies and cost analyses to identify and assess impact of procedural/organizational changes and/or new/realigned workload on equipment availability, utilization, and maintenance.
10. Develops procurement specifications for equipment acquisition, conducts market survey, and evaluates bid submittals for acceptability.
11. Performs project management responsibilities to ensure facility, safety, security, environmental, and maintenance management aspects are taken into consideration during equipment planning, acquisition, and installation phases.
12. Provides technical responses to maintenance provider proposals.

13. Develops and submits budget requirements for capital and non-capital equipment programs, equipment lease and maintenance contracts, and contractual service requirements. Provides technical advice on allocation of approved funding considering current and planned workload levels, business management initiatives, equipment utilization, and overall equipment operation costs.
14. Serves as focal point for lease of General Services Administration (GSA) vehicles.
15. Coordinates equipment related issues associated with BRAC, Partnering, and Consolidation issues.
16. Provides technical advice on equipment modification recommendations, maintenance requirements, and overhaul/rebuild requirements.

(Environmental Protection)

1. Provides Executive Management of DDC environmental programs such as the Resource Conservation Recovery Act, Clean Water Act, Federal Water Pollution Control Act, Federal Insecticide, Fungicide and Rodenticide Act, California Health and Safety Code, Clean Air Act, Toxic Substance Control Action rules and regulations and any other such Acts of Congress concerning control of environmental pollution for Federal activities.
2. Manage a restoration program that will accomplish the mandates identified under the Comprehensive Environmental Restoration, Compensation and Liability Act (CERCLA) and the Superfund Amendment and Reauthorization Act (SARA).
3. Manages, interprets, and integrates programs directed by Federal, state, and local agencies concerning control of environmental pollution.
4. Manages a pollution abatement program which includes: air, water, noise, hazardous waste, and natural resources to ensure that DDC prevents future potential Environmental threats.
5. Coordinates environmental planning, development of environmental documentation, and conservation.
6. Provides technical expertise for the control of hazardous substances and the generation, treatment, storage and disposal of hazardous waste. Directs and oversees training programs for handling, transportation, storage, and disposal of hazardous materiel and hazardous waste. Monitors and reviews records maintained by operational elements involved with hazardous waste.
7. Oversees the development of hazardous waste control systems including sampling and laboratory services. Conducts study to assess facility impact resulting from the storage, handling, and disposal of hazardous waste.
8. Manages oil and hazardous substance spill contingency prevention, control, and countermeasure program.
9. Implements the Asbestos, P.C.B's, Lead, Radon Survey and Abatement Programs.
10. Develops and negotiates specifications, work scopes, work plans, and contract support for environmental projects in support of all functions of the Environmental Program.
11. Conducts survey to identify environmental impacts and hazards to the work force and environment.
12. Interacts with host activity to provide full environmental support to remote DDC depots.
13. Provides community and Regulatory Agency Partnering relating to the DDC Environmental Restoration Programs.

14. Develops and maintains Emergency Planning and Community Right-to-Know Program (EPCRA).
15. Manages all environmental actions in accordance with the National Environmental Policy Act (NEPA) including development of all required documentation.
16. Develops and implements an internal and external environmental auditing program.

## PUBLIC SAFETY (DDCNC-ES)

### MISSION:

Provides executive program management and staff advisory services in directing the accomplishment of responsibilities for administering the DDC security program. Provides executive oversight for conduct and documentation of training mandated by DoD/DLA regulations relative to programs assigned to the organization.

### FUNCTIONS:

1. Manages the Physical Security Program for DDC HQ and 24 locations. Fields policy/regulatory questions from SLFAs. Conducts periodic reviews/inspections at 24 locations.
2. Manages the DDC Personnel Security Program. Develops safeguards, which verify and approve an employee's eligibility for assignment to a sensitive position and eligibility to be granted access to classified information. Manages continuous evaluation program for DDC.
3. Manages the Intelligence/Counterintelligence Program for the DDC. Reviews and distributes intelligence information to assist in the protection of DDC resources and assets.
4. Manages the DDC Information Security Program. Ensures all DDC activities provide proper and effective classification, protection and control of classified information and material requiring protection in the interest of national security.
5. Provides oversight for the Criminal Investigations Program for DDC activities.
6. Manages the Antiterrorism Program for the DDC. Oversees analyzing the compound probability of DDC activities becoming a target of a terrorist attack and whether or not assigned responsibilities can be fulfilled as required if a terrorist attack were to occur. Conducts Vulnerability Assessments (Vas) to assist the DDC Commander in determining appropriate antiterrorism measures to implement. Manages the DDC AT/CT Equipment/RPM Project Program.
7. Manages the DDC Security training program. Ensures all DDC activities receive mandated security training, i.e., OPSEC, Security Education and Awareness, Information, and Anti-terrorism.

## SAFETY AND OCCUPATIONAL HEALTH (DDCNC-EE)

### MISSION:

Effectively manage and administer the DDC Safety and Occupational Health Program integrating safety and health values throughout DDC that will ultimately result in the elimination of accidents, injuries, and work related illnesses.

### FUNCTIONS:

1. Develops and coordinates implementation of the Safety and Occupational Health Program at activities assigned to the Defense Distribution Center. Establishes policies and initiates long-term goals and strategies to improve safety and health of DDC personnel, eliminate mishaps, and reduce production time lost to illness and injury.
2. Manages the DDC Radiological Health Program to include development of policies, instructions, and procedures. Advises the DDC and Depot Commanders and Radiation Safety Committee on matters of radiological safety and regulatory compliance. Provides liaison between the DDC and Nuclear Regulatory Commission, DLA, and the Military Services on all issues dealing with radiation safety and health physics
3. Performs periodic assessments of safety performance and radiological operations at DDC activities. Conducts assistance visits to DDC activities to ensure compliance with safety and health standards; review facilities and operations to identify conditions effecting the safety and well being of DDC personnel; develop initiatives and procedures to improve safety and health trends; and provide technical assistance as needed. Analyzes safety related data and documentation to identify significant trends and circumstances involving worker safety and wellbeing.
4. Provides technical advice and safety engineering guidance to include hazard analyses and evaluation of operations. Recommends actions to improve safety and health conditions, and reduce lost time mishaps.
5. Develops and advances safety and health promotion and wellness programs. Sponsors interest, awareness, and education in safety and health enhancement through literature, events, instruction, and information provided to DDC personnel.

## DLA ENTERPRISE SUPPORT ENERGY (DESC-W)

### ENGINEERING PLANS AND SERVICES DIVISION (DESC-WI)

1. Principle advisor to the Director, DESC-F, for all fuels infrastructure for which DESC is responsible for worldwide.
2. Plans, programs, budgets, reviews designs, and manage Real Property Maintenance Activity (RPMA) and MILCON projects in support of the DESC mission. Provides engineering and technical assistance; inspects the physical condition of facilities, installed equipment, and

real property improvements. Responsible for preventive maintenance and validation of costs associated with preventive maintenance and responds to emergency project requests.

3. Assembles and maintains a database of facility projects at all activities for which DESC has funding responsibility (government-owned fuel support points holding capitalized product). Develops, submits, and executes an annual work plan for the correction of deficiencies. Computes and reports backlog of maintenance and repair.
4. Develops detailed scope of work, construction cost estimates, and design guidance for SRM (Sustainment, Recapitalization, and Modernization) projects for facilities permitted to DLA. Accomplishes necessary actions to obtain the design and execution of facility projects within DESC approval authority and determine cost effectiveness of ongoing SRM projects and identify ways to reduce costs.
5. Attends design conferences on major projects executed by Military Services or other construction agencies to provide direction and control of engineering studies, projects, plans, specifications, and construction. Implements change orders to design/construction contracts through the appropriate Military Service and collaborates with Military Service representatives and lead standardizing fuel facility design criteria enabling construction cost savings.
6. Provides DESC technical assistance and functional reviews of all MILCON design drawing/specifications and integrates with DESC Region operational reviews for consolidated responses to HQ DLA.
7. Assists in reimbursement for authorized maintenance, repair, and minor construction services.
8. Develops, maintains, administers, and disseminates criteria for maintenance of DESC controlled facilities under the DESC Regions. Develops and maintains standard operating and maintenance procedures accomplished at GOCO DFSPs. Coordinates with construction agents to establish inspection standards on repair and construction contracts.
9. Collaborates with Federal, State and Local Government agencies, DESC Safety and Environmental, and Command Security Officers to develop studies, plans, and engineering actions.
10. Provides professional and technical engineering support on SRM matters.

#### Environmental Management:

1. Principal advisor to the Director, DESC-F, for all environmental, safety and occupational health issues; provides assistance and services to DESC personnel and facilities worldwide on all petroleum environmental, safety and health issues.
2. Serves as the DESC Business Unit responsible for ensuring that all necessary actions are taken for the prevention, control and abatement of releases of petroleum products, and to ensure the adequacy of environmental pollution controls at DESC fuel facilities, activities, and in their programs.
3. Directs program funding for DoD-wide fuel spill control and cleanup/remediation of DoD petroleum spill sites and the program to ensure environmental compliance at all DoD fuel terminals. Provides technical oversight for spill response and clean-up of petroleum leaks and spills, and provides funding for the periodic fuel spill prevention and response training for terminal staff, DESC Headquarters and regional staff.

4. Conducts periodic environmental audits and inspections of DESC fuel storage and distribution facilities to establish compliance status. Develops compliance documents for Defense Fuel Support Points (DFSPs) such as Spill Prevention Control and Countermeasure Plans and Facility Response Plans as required by Federal law. Responsible for funding development of these documents and plans at all DoD fuel facilities.
5. Assures timely renewal of facility discharge and other facility operating permits as required by Federal law; develops and maintains air pollution emission inventories where appropriate; negotiates and resolves conflicts regarding air or water pollution violations with local, state or Federal agencies; obtains variances or exemptions as may be required.
6. Conducts continual in-depth review and analysis and specialized environmental studies to develop new methods and procedures, and recommends appropriate equipment for cost effective and innovative remediation of petroleum contaminated sites.

#### Safety and Occupational Health:

1. Administers the DLA Safety and Health Program at DESC field activities and at Defense Fuel Support Points (DFSPs). The DESC Safety and Health Program also encompasses the safety and protection of DLA-owned product and facilities and contractor compliance with established safety, health and fire protection requirements.
2. Provides technical guidance to all DESC Regions, Offices and DFSPs for execution of safety and health functions. Provides direct support in relation to safety/health/fire code requirements, fire protection system problems and subcontractor work requirements on terminals; advises on technical aspects of safety and health (requirements and application of protective equipment, safety devices, safety engineering, ventilation and storage of hazardous materials).
3. Conducts occupational safety and health inspections and surveys of DFSPs and DESC field activities; conducts inspections of laboratories; monitors for possible exposure to toxins; reviews occupational health reports; conducts inspection of fire protection systems; monitors contractor safety/fire records and files; prepares reports and monitors compliance/corrective actions. Ensures DESC and contractor employees have received the required safety training, i.e., Hazardous Waste Operations and Emergency Response (HAZWOPER), Hazard Communication (HAZCOM), Lab Safety, Confined Space Entry, etc.
4. Investigates any incident at a DESC facility which results in serious injury or death, a fire or other incident which causes major dollar loss; aids in determination of contractor's negligence/liability, findings of fact and preservation of evidence.
5. Establishes policies for all safety/health/fire protection aspects of terminal operations. Ensures contractor compliance with pipeline safety regulations and provides compliance guidance; ensures contract requirements comply with CFR. Serves as a contact point for all matters pertaining to the safety and health of all personnel at DESC field activities and DFSPs. Prepares pertinent safety and health information on a regular basis for dissemination to employees through publication in the DESC newsletter and appropriate media.

## DLA ENTERPRISE SUPPORT RICHMOND (DSCR -S)

### MISSION:

Acts as the principal advisor and assistant to the Director, HQ DES on a variety of center-wide and internal support activities to include business management (including official mail, accountable property, and multimedia); contracting; environment, safety & occupational health (ESOH; installation management (including engineering, sustainment, restoration & modernization, military construction, energy resource management, military family housing, operating and capital equipment, space management & real estate,); public safety (including police and fire protection); and morale, welfare & recreation (MWR). Acts as the principal point of contact to the mission Commander for all support service functions. Serves as the Executive Agent/Process Owner in authority over assigned Centers of Excellence. (Note: I am considering having EMS as a direct report as it represents a risk assessment program that can be expanded to all support services and missions and possibly a Center of Excellence.)

## MORALE, WELFARE, AND RECREATION (MWR) OFFICE (DSCR-SQ)

MISSION: Serves as principal advisor and assistant to the DES Site Director/Deputy Director on morale, welfare, recreation, and family support activities.

### FUNCTIONS:

1. Advises the DES Site Director/Deputy Director on morale, welfare, recreation, and family support activities.
2. Plans, directs, programs, and budgets for all Morale Welfare Recreation (MWR) programs for DSCR and tenant activities.
3. Plans, directs, programs, and budgets for a variety of programs such as Officers' Club, Recycling Program, Fitness Center, Wellness Center, Child Development Center, Guest House, Family Advocacy and Relocation Assistance.
4. Administers the Information, Ticketing, and Registration Office (ITR), Family Advocacy Program, DSCR Relocation Program, swimming pool, community center, recycling program, and civilian welfare program.

## BUSINESS MANAGEMENT SERVICES OFFICE (DSCR-SX)

### MISSION:

Serves as principal advisor and assistant to the DES Site Director/Deputy Director on Accomplishing responsibilities for common, center-wide administrative services including mail, messages, publications, reproduction, administrative procedures, records management, space planning and utilization, systems administration, property accountability, travel, supplies and services. Manages Support Services budget, training, personnel management, and review and analysis functions.

## PROGRAM MANAGEMENT BRANCH A (DSCR-SXS)

### FUNCTIONS:

1. Consolidates requirements of, acquires, controls assignments of, and excesses activity real property.
2. (Space management to SIA).
3. Procures and coordinates furniture requirements and moves within the center.
4. Authenticates and maintains TDY orders.
5. Performs functions as assigned in Annexes A, B, and C.
6. Administers the Records Management Program.
7. Operates a records holding area.
8. Establishes and maintains correspondence policy.
9. Maintains and/or exercises technical control over general reference books, technical manuals, regulations, and other reference materials.
10. Serves as the control point for reports of survey submitted to the Commander for action; reviews reports of survey for technical accuracy and completeness; recommends command action and maintains the Report of Survey Register.
11. Administers the Committee Management Program.
12. Administers the Micrographics Program.
13. Ensures compliance with DLA policy and procedures relating to publications management.
14. Develops local techniques and controls relating to publications.
15. Authenticates, or arranges for authentication of, publications to include regulations, information bulletins, and other official documents.
16. Maintains the master set, issues, and index of regulatory publications, assuring currency review, both on CD ROM and in hard copy as required.
17. Controls internal publications and forms requirements for the activity.
18. Administers the Forms Management Program.
19. Prepares specifications and issues requisitions for printing and duplicating services.
20. Maintains prescribed records (production, procurement, etc.) for reproduction services.
21. Ensures compliance with DLA policy and procedures relating to printing, duplicating, office copying, and micropublishing.
22. Develops local techniques and controls relating to reproduction/printing services.
23. Validates and certifies for payment Defense Printing billings. Verifies and certifies payments for government credit cards.
24. Coordinates and participates in the planning and development of ceremonies and special activities on the center.
25. Performs functions as assigned in Annexes A and C
26. Participates in functional testing of systems programs within the office and reviews changes and functional systems requirements.
27. Reviews system change requests and operating procedures developed by DISA, HQ DLA, and other PLFAs that affect DES missions/services to insure they meet the needs of functional area and to facilitate implementation of new procedures and systems.

28. Administers activity-assigned family housing units and the Fair Housing Enforcement Program. Acquires off-base military housing as necessary.
29. Coordinates equipment needs for future systems upgrade. Administers the office ADP Help Desk and serves as focal point for dissemination of systems broadcasts.
30. Picks up customer excess for supplies, furniture, equipment, and returns except for ADP equipment.
31. Performs preventive maintenance on a variety of equipment including furniture, installation of furniture and equipment, and assists in moves within the center.
32. Manages the distribution of ADP products.
33. Implements DLA audiovisual policies and procedures. Serves as the local audiovisual control officer and provides audiovisual services in support of center activities including audiovisual set-up and operations; audio-visual library services; video-teleconferencing services; video and audio recording.
34. Provides visual information services and original artwork for graphics projects such as multi-media presentations, charts, plaques, and signs.
35. Provides photographic services for the center in support of the mission

#### ROGRAM MANAGEMENT BRANCH B (DSCR-SXW)

##### FUNCTIONS:

1. Acts as the accountable property officer for equipment accountability at DES customers.
2. Assures that all property losses are researched.
3. Ensures prompt issuance of local operating supplemental instruction when necessary.
4. Ensures recommended changes to procedures and proposed improvements are appropriately documented.
5. Maintains close liaison with all supported activities.
6. Ensures compliance with principles of supply discipline within the complex.
7. Serves as contracting officer representative on contracts awarded on supply functions within the office.
8. Establishes and maintains a quality assurance program for all functions to insure control of property, supply disciplines, and proper transaction processing.
9. Participates in functional testing of systems programs within the office and reviews changes and functional systems requirements.
10. Reviews system change requests and operating procedures developed by DISA, HQ DLA, and other PLFAs to insure they meet the needs of the functional area and to facilitate implementation of new procedures and systems for assigned systems.
11. Develops and maintains operating procedures for the branch.
12. Compiles, prepares, and submits reports and briefing data for the branch.
13. Conducts supply systems analysis of automated system and processes.
14. Administers service contracts.
15. Receives and issues specialized equipment and stock.
16. Picks up all customer declared excess for ADP equipment
17. Receives and issues ADP equipment, including bar coding and excess equipment.
18. Ensures all necessary equipment is maintained in a serviceable and safe operating condition.

19. Prepares all material (including hazardous) for shipment to DRMO and ensures all documentation is attached. Prepares necessary documentation.
20. Maintains wood and lumber storage areas; responsible for management of lumber and fuels.
21. Ensures proper storage and issue of hazardous materials as required.
22. Establishes, maintains, and reviews equipment records for all accountable equipment (hand receipts).
23. Prepares for and schedules inventories of accountable equipment.
24. Processes all equipment transactions to include transfers between hand receipt holders.

#### MAIL AND DISTRIBUTION BRANCH (DSCR-SXM)

##### FUNCTIONS:

1. Receives and distributes incoming mail, distributes administrative communications, and dispatches outgoing mail.
2. Maintains centralized suspense control on mail.
3. Provides messenger services between organizational elements within the activity.
4. Provides centralized control of teletype communications, classified mail, and Congressional correspondence.

#### INSTALLATION MANAGEMENT OFFICE (DSCR-SI)

**MISSION:** Serves as principal advisor and assistant to the DES Site Director/Deputy Director for the operation, maintenance, and repair of real property facilities and installed equipment; installation engineering projects; provision of custodial, sanitation, and entomology services; and maintenance, repair, and improvement of military family housing; energy conservation; facility management including master planning, alterations, and construction. Accomplishes responsibilities relating to administration of operating equipment maintenance; planning and estimating of projects and consolidated equipment pool. Responsible for implementing of policies, procedures and reporting requirements; providing oversight and assistance; evaluating resource and/or project requirements; coordinating MILCON, RPM, and operating equipment investment priorities among business areas; preparing programming documents for Congress, providing Program Objective Memorandum and budget formulation recommendations; and providing budget resource allocation and execution recommendations. Provides and/or coordinates alterations, maintenance and repair services, and office space and parking management for all DES customers.

#### FACILITIES ENGINEERING OPERATIONS MANAGEMENT BRANCH (DSCR-SIA)

##### FUNCTIONS:

1. Programs and supervises engineering services for construction programs and other real property projects.

2. Conducts contract inspection and coordinates with purchasing and contracting officers concerning contract execution.
3. Furnishes technical assistance to contracting officers and makes in-progress and final acceptance inspections of construction to assure contractor performance.
4. Prepares plans and specifications and provides engineering review of projects to be accomplished by contract.
5. Maintains engineering data files of maps, drawings, and specifications and maintains as-built drawings related to real property.
6. Collaborates with district and division engineer offices of Army and Navy on execution of construction.
7. Inspects facilities and reports backlog of essential maintenance and repair projects.
8. Plans, coordinates, and schedules resources for accomplishment of work by engineer workforce.
9. Provides engineering services and technical assistance for increasing productivity of engineer forces; ensures compliance with policies and procedures.
10. Develops and coordinates work plans.
11. Maintains records and visual devices on status of backlog of work.
12. Secures supplies and assures priorities are set through adjustment of schedules and expediting procurement of supplies for the office.
13. Assists and advises staff on programming, budgeting, cost expense, and cost reduction programs.
14. Provides for work reception, estimating, material coordination, scheduling, and analyzing.
15. Maintains real property controls.
16. Accomplishes physical inventory of real property and related records and reports.
17. Administers the facility's Energy Conservation Program.
18. Serves as the Executive Secretary of the Master Planning Board which establishes immediate and long-range plans for meeting the facility requirements of the activity.
19. Develops and maintains the DES Master Plan for Real Property at DSCR.
20. Coordinates the master plan and construction programs with office staff, other operating elements, and the Director/Deputy Director; obtains, develops, and documents justification for projects.
21. Formulates and maintains plans and programs relative to military construction.
22. In conjunction with Equipment Maintenance Office, participates in the development and submittal of the Depot Facilities Five-Year Modernization Plan for integration of work requirements and submission to HQ DES. Coordinates the tenants of the DDRV Facilities Depot Modernization Plan with office staff, other operating elements, and the DSCR; obtains, develops, and documents justification for facilities projects.
23. Formulates plans for construction, renovation, or conversion of facilities to satisfy space requirements.
24. Maintains awareness of all programs and actions impacting installation planning including facility engineering, modernization and mechanization, and Chesterfield County plans affecting the center. Ensures these elements are factored into overall center planning.
25. Maintains close coordination with and advises appropriate offices of necessary actions to maintain viable facilities plans.

26. Furnishes technical assistance to contracting officers and makes in-progress and final acceptance inspections of construction to assure contractor performance.
27. Prepares plans and specifications and provides engineering review of projects to be accomplished by contract.
28. Provides technical engineering services on master plans for real property.
29. Monitors the Energy Conservation Program and the attainment of assigned objectives and goals; reports progress to higher levels; and prepares and annually updates the Facility Energy Conservation Plan.
30. Provides engineering services for military construction programming and project preparation.
31. Collaborates with district and division engineer offices of Army and Navy on execution of construction.
32. Performs engineering economic studies of operation and maintenance of real property facilities.
33. Develops and coordinates work plans. Analyzes completed work, evaluates performance, and recommends actions for work sampling and improvements in techniques.
34. Maintains records and visual devices on status and backlog of work.
35. Conducts space utilization reviews/surveys (except that allocated for mission storage purposes) to justify assignments of additional space, relocation of organizational elements and assignment of support for the retention of existing space. Participates in renovation projects dealing with space and furniture.
36. Assists and advises DES Director/Deputy Director and staff on programming, budgeting, cost expense, and cost reduction programs.

## ROADS AND GROUNDS BRANCH (DSCR-SIR)

### FUNCTIONS:

Performs the following functions relative to roads, improved and unimproved grounds:

1. Plans, supervises, and accomplishes maintenance and repair of roads, grounds, other land and wildlife areas, and engineering equipment.
2. Accomplishes entomology services to include wildlife control.
3. Furnishes assistance in developing engineering work plans and scheduling work.
4. Establishes and executes preventive maintenance programs for all paved and unpaved roads.
5. Reviews operating and maintenance costs to assure economical and efficient use of manpower and funds.
6. Accomplishes grounds support for family housing on an assigned basis.
7. Assists in the relocation of equipment in preparation of and completion of facilities engineering projects.
8. Provides heavy equipment support to host and tenant activities (DRMO and DDRV).

## MAINTENANCE BRANCH (DSCR-SID)

### FUNCTIONS:

Performs the following functions relative to real property and installed equipment:

1. Plans, supervises, and accomplishes maintenance and repair of buildings, other structures, and installed equipment.
2. Furnishes assistance in developing engineering work plans and scheduling work.
3. Establishes and executes preventive maintenance program for all assigned real property and installed equipment.
4. Reviews operating and maintenance costs to assure economical and efficient use of manpower and funds.
5. Accomplishes maintenance support for family housing on an assigned basis.

## UTILITIES BRANCH (DSCR-SIU)

### FUNCTIONS:

1. Plans, supervises, and accomplishes the operation, maintenance, and repair of water plant, plumbing lines, sanitary lines, storm drain sewer lines, and high-voltage electrical distribution lines, buildings, and structures relative to HVAC systems.
2. Furnishes assistance in developing engineering work plans and scheduling of work.
3. Establishes and executes preventive maintenance programs for assigned systems.
4. Reviews operating and maintenance costs to assure economical and efficient use of manpower and funds.
5. Identifies backlog of work and accomplishes surveillance of environmental pollution control programs. Initiates projects as required and coordinates with Operations Management Branch.
6. Reviews electric, gas, and water service contracts and bills for accuracy.
7. Accomplishes maintenance and utility support for family housing on an assigned basis.
8. Performs functions, which pertain to the sanitation operation.

## EQUIPMENT MAINTENANCE BRANCH (DSCR-SIEE)

### FUNCTIONS:

1. Administers and controls all operating equipment assigned to the activity; provides the activity single point of contact on equipment management; and chairs equipment review boards for the activity.
2. Determines operating equipment needs and assures that proper equipment is furnished.

3. Determines requirements for and maintains a balanced operating equipment inventory.
4. Maintains operational, statistical, and historical equipment records.
5. Schedules preventive maintenance repair service for wheeled, mechanized, industrial, and office equipment.
6. Monitors the use of operating equipment; evaluates and adjusts equipment allocations.
7. Inspects, diagnoses, and tests equipment to identify work to be performed and to verify completion and quality of work.
8. Prepares, schedules, and issues individual or open type work orders to elements of the division in accordance with approved schedule.
9. Develops, coordinates, and prepares final bills of material.
10. Coordinates supply and provisioning requirements of the division with Administrative Services Office. Accomplishes necessary follow-up.
11. Determines requirements for additional or replacement tools and equipment.
12. Assures that equipment warranty provisions and quality deficiency reporting procedures are met.
13. Maintains, as required, visual charts and graphs reflecting current status on job orders, funds, cost performance, and other operational activities.
14. Develops and maintains operating procedures for the office.
15. Compiles, prepares, and submits required reports for the office.
16. Furnishes technical assistance to contracting officers in the establishment and administration of maintenance contracts.
17. In conjunction with Facilities Engineering Operations Office, participates in the development and submittal of the Depot Facilities Five Year Modernization Plan for integration of work requirements and submission to HQ DES.

#### AUTOMOTIVE EQUIPMENT MAINTENANCE BRANCH (DSCR-SIEM)

##### FUNCTIONS:

1. Provides preventive maintenance services and accomplishes repair of facility operating equipment and various types of material handling equipment.
2. Performs maintenance and repair services as required on a scheduled or emergency basis.
3. Performs in-process inspections during scheduled maintenance services to assure compliance with established procedures, controls, and standards.
4. Operates supporting shops for repairing and/or fabricating of parts; metal working; painting and refinishing of material; and chemical, steam, and abrasive cleaning services.
5. Provides and operates heavy cargo vehicles, buses, and vehicles used in "taxi-type" operations.
6. Schedules and controls the use and dispatch of operating equipment. GSA Vehicle Motor Pool Fleet management.
7. Monitors operator maintenance and utilization of facility's assigned operating equipment.
8. Operates the facility bus service and radio dispatch taxi service.
9. Operates equipment fuel dispensing facilities.

10. Conducts driver and operator aptitude and proficiency tests and issues driver and operator permits.

## INDUSTRIAL EQUIPMENT MAINTENANCE BRANCH (DSCR-SIEA)

### FUNCTIONS:

1. Performs preventive maintenance and accomplishes repair of automated, electrical/electronic or mechanized materials handling systems to include office and printing equipment. This includes scheduled lubrication, adjustments, replacement of malfunctioning parts and components, and trouble-shooting of mechanical and electronic equipment, including materials-handling equipment which is wire or rail guided or linked to a process control system.
2. Maintains, repairs, renovates, and erects miscellaneous warehouse equipment (storage aids).
3. Maintains, repairs, overhauls, and tests electrical and electronic equipment not associated with real property maintenance.
4. Performs in-process inspection during scheduled maintenance services to assure compliance with established procedures, controls, and standards.

## CORPORATE PROTECTION OFFICE (DSCR-SF)

### MISSION:

Acts as the principal advisor and assistant to the DES Site Director/Deputy Director in directing the accomplishment of responsibilities for implementation of DLA programs relating to security and safety of personnel and property for DSCR, DDRV, and remote sites. Manages the Anti-terrorism program. Acts as the DES (For DSCR) Fire Marshall responsible for fire prevention and protection services for the facility. Acts as the DES Site Command Security Officer responsible for security and law enforcement services. Serves as alternate headquarters for HQ DLA Command Security Officer.

### FUNCTIONS:

1. Provides the DES Site Director/Deputy Director with timely information on intelligence and counterintelligence matters bearing on successful accomplishment of the activity mission. Reports promptly to HQ DES/DLA (CAAS), in accordance with governing regulations, compromises of classified defense material, espionage, and other significant counterintelligence incidents.
2. Conducts major criminal investigations; performs workmens' compensation related investigations; conducts liaison with federal and local law enforcement agencies and provides hostage negotiation and anti-terrorist support for the center.
3. Executes the DLA Information Security Program established for the safeguarding of classified information to include: security inspections to ensure organizational and individual conformity to DSS/DLA and DoD information security policy and procedures; and reviews

4. Executes the DES/DLA program for protection of personnel and resources against terrorist acts by providing terrorist threat briefings to facility personnel traveling to areas where a terrorist threat exists and reporting to HQ DLA (CAAS) on a high priority basis, information regarding any local dissident or terrorist threat to successful mission accomplishment, to the President, or other high ranking DoD officials.
5. Executes a security training and education program in support of mission functions in the counterintelligence, antiterrorism, operations security, and information security program areas. This program includes briefings on protection of classified information, defensive security briefings for overseas travelers, terrorist threat briefings and counterintelligence briefings directed towards neutralization of hostile intelligence activities and reporting of threats to DoD officials.
6. Directs, promulgates, and coordinates administration of the security aspects of the DLA Foreign Liaison Program, providing advice and assistance to functional elements and field activities which receive information, training, or visit requests from foreign nationals, and takes action as required to ensure the safety of foreign visitors.
7. Maintains a continuing program to review ADP and telecommunications plans, support agreements and contracts. Updates ADP and telecommunications security requirements. Plans, develops, implements, and monitors programs and policies for carrying out security tests, evaluations, and inspections for ADP and digital communications systems.
8. Plans, develops, and implements procedures for reporting and investigating violations and breakdowns in ADP security safeguards.
9. Analyzes the safeguard procedures and countermeasures designed to guard the computer facility against natural hazards and security threats; and in conjunction with computer facility management, establishes new or revised safeguards to correct deficiencies.
10. Assists HQ DES/ DLA in the performance of ADP security surveys and studies, as required.
11. Represents the mission Commander at ADP security meetings and seminars with representatives of DLA, DoD, other government agencies and the private sector for the purpose of exchanging information and presenting new or advanced theories and techniques for safeguarding all types of sensitive logistics information such as personnel records, payroll data, item asset status, and pricing information, which could be altered by individuals with access to DLA's sophisticated ADP systems installed and operated by this facility.
12. Plans and coordinates the facility's compliance with communications and emanations of security policies and technical surveillance countermeasure requirements in support of the activity telecommunications facility, and other facilities as required (to include classified briefing and data processing facilities).
13. Conducts inquiries, inspections and surveys, and reviews activity plans and support agreements to ensure organizational and individual compliance with personnel security requirements, and provides reports of violations and inspections to HQ DES/DLA (CAAS).
14. Conducts individual and group briefings, and advises and assists both individuals and management officials on personnel security requirements.
15. Implements the DE/DLA Information Security Program established for the safeguarding of classified information.
16. Maintains personnel security files records and data system requirements.

17. Implements the DE/DLA program for personnel security to ensure the initial and continuous evaluation of individual security eligibility to occupy civilian positions designated sensitive, and to obtain security clearances on military personnel assigned to DLA.
18. Conducts investigation of criminal incidents within the scope of jurisdiction of the facility.
19. Develops fire, safety, and security portions of the facility emergency plan.
20. Maintains liaison with federal, state, local, and military authorities to ensure mutual exchange of information concerning the counterintelligence threat to include espionage, terrorism, and actions by dissident groups.

## SECURITY BRANCH (DSCR-SFS)

### FUNCTIONS:

1. Implements an integrated program to provide for the protection of personnel, physical security for property, material, equipment, supplies, technical support systems, and classified defense information in accordance with DLAR 5710.1 and DLAM 5710.1. Also, develops and maintains the facility Security and Protection Plan.
2. Implements a program for law enforcement and security within the jurisdiction of DLA through enforcement of applicable laws, regulations and orders, and cooperates and maintains liaison with federal, state, military, and local authorities in matters of mutual interest.
3. Reports promptly to the director/deputy director all incidents of actual or suspected criminal violations and all incidents of actual or suspected fraud as prescribed in DLAR 5705.1.
4. Investigates or, where applicable, refers matters meriting investigation directly to the appropriate investigative agency, except matters involving actual or suspected fraud, violation of antitrust laws, violation of the standards of conduct laws and regulations, Defense Contract Audit Agency audit reports, and other such matters which are referred by Counsel to HQ DLA or the appropriate supporting investigative agency.
5. Conducts major criminal investigations and coordinates crime prevention surveys of the facility and its field establishments; and renders reports and/or recommendations for correcting deficiencies and preventing recurrence of incidents. Coordinates investigations at remote activities with host or supporting investigative agencies.
6. Executes the facility Crime Prevention and Detection Program and serves as the secretary of the Crime Prevention and Detection Council to analyze the vulnerability of mission support activities which appear susceptible to theft, diversion, or unexplained losses as indicated by repetitive reports of survey, inventory adjustments, pilferage, or other indicators of systems/procedural deficiencies.
7. Conducts preliminary investigations of crimes or suspected crimes; preserves evidence, processes and maintains accountability, and protects crime scenes.
8. Apprehends, detains, searches, and interrogates suspects. Handcuffs and physically detains suspects, advises them of their constitutional rights, and transfers them to appropriate authorities.
9. Serves as a witness in court proceedings or court martial's, presents evidence and gives testimony.

10. Maintains and evaluates office files and statistics relating to incidents/offenses within the facility reflecting crime trends, loss and recovery of property.
11. Implements the installation parking regulation in accordance with DLA directives. Issues employee identification badges and vehicle decals.
12. Enforces and maintains law and order throughout the confines of the facility to deter crime and other violations of laws and regulations.
13. Performs stationary or moving patrols to observe, detect, or deter crimes and other violations of laws and regulations.
14. Apprehends, detains, searches, and interrogates suspects. Advises them of their constitutional rights, and transfers them to appropriate authorities.
15. Serves arrest warrants on the facility on behalf of federal, state, or local law enforcement agencies.
16. Directs pedestrian and vehicular traffic; issues warnings and citations; enforces parking regulations, and enforces vehicle traffic laws and regulations. Investigates and reports traffic accidents.
17. Conducts a training program for law enforcement personnel assigned to the facility.
18. Maintains and evaluates office files and statistics relating to incidents/offenses within the facility reflecting crime trends, loss and recovery of property.
19. Inspects and searches vehicles, persons, and packages to prevent entrance of illegal or prohibited material and/or substances and the improper removal of government property.
20. Provides escort services for the transporting of sensitive documents, materials, and funds.
21. Responds to all activated alarms and emergency situations to secure areas and to render assistance.
22. Controls and inspects the storage, accountability, issue, and transport of arms, ammunition, and explosives (AA&E) to include issuance of permits and the registration of privately owned weapons on the facility. Reports loss/recovery of AA&E to HQ DLA (CAAI).
23. Performs fixed or moving patrols to control access to facilities or highly sensitive areas and to protect government property and material against intrusion, theft, or compromise.
24. Directs vehicular traffic and parking control to monitor and enforce vehicle operating rules and regulations, and to prevent improper or illegal movement of government cargo.
25. Performs ingress and egress control at gates to the facility and to critical sensitive areas. Checks for authorized identifications and credentials, vehicle decals, passes, permits, and registers visitors.
26. Inspects classified containers and vault facilities to assure that they are properly secured.
27. Implements DLA policy and procedures for the registration, inspection, and marking of privately-owned vehicles (POVs) on the facility.
28. Implements the policy and procedures for the issue and control of DLA identification cards.

## FIRE PREVENTION AND PROTECTION BRANCH (DSCR-SFF)

### FUNCTIONS:

1. Organizes and administers fire prevention and protection activities.

2. Assists in organization and supervision of areas and unit fire marshal activities and formulates regulations for reduction of fire hazards.
3. Instructs and trains auxiliary firefighters, installation personnel, and dependents in fire prevention and protection techniques.
4. Makes regular fire prevention inspections of all facilities and maintains records to secure corrective actions.
5. Responds to fire calls to extinguish fires, preventing or minimizing loss of life and property.
6. Investigates fires to determine causes and necessary corrective action. Maintains records and prepares reports of fire prevention and protection operations.
7. Prepares and recommends fire prevention and protection publicity for the facility.

#### ENVIRONMENTAL, SAFETY & OCCUPATIONAL HEALTH OFFICE (DSCR-SE)

##### MISSION:

Acts as the principal advisor and assistant to the DSS Site Director/Deputy Director in directing the accomplishment of responsibilities for implementation of DLA programs relating to environmental issues and safety of personnel and property for DSCR, DDRV, and remote sites. This office assures that Agency functions are performed in a manner that safeguards human health and the environment, provides safe and healthful working environment conditions for employees, and ensures compliance with applicable laws, regulations, and policies thereby maintaining readiness and enhancing support to the warfighter.

#### ENVIRONMENTAL PROGRAMS Branch (DSCR-SEP)

##### FUNCTIONS:

1. Administers a variety of environmental programs for the activity to include
2. Manages the Environmental Quality Program.
3. Serves as Environmental Staff Officer and prepares and processes environmental documents on proposed actions for which the center/depot is the proponent.
4. Chairs the Environmental Coordination Committee and monitors and coordinates activities, which have environmental implications.
5. Assures that all applicable environmental regulations and standards are complied with, periodically monitoring facility operations, which may be environmentally sensitive; and submits monitoring reports required to HQ DSS/DLA.
6. Applies for and maintains permits from environmental regulatory authorities including Resource Conservation and Recovery Act permits, and conducts inspections to monitor compliance with permit conditions and provisions.
7. Assures that effective oil and hazardous substance spill prevention and contingency plans are prepared and executed.
8. Assures attainment of Environmental Quality Management by Objectives and related goals and tasks assigned by higher command.
9. Conducts engineering studies for air and water pollution control.

## SAFETY AND HEALTH BRANCH (DSCR-SEH)

### FUNCTIONS:

1. Develops and administers the implementation of the DLA Safety and Occupational Health Programs and Medical Services Program, including the management for emergency medical care and medical examination, under policies prescribed by higher authority, covering all personnel.
2. Investigates, records, and reports accidents involving government personnel, vehicles, and facilities and recommends action to prevent recurrences.
3. Conducts safety inspections, studies, and surveys of areas used by employees and recommends elimination of physical hazards of unsafe conditions. Monitors and provides recommendations for the use of personal protective equipment.
4. Provides informational and promotional material for the furtherance of safety, health, and medical programs. In coordination with training staff, develops the activity's safety and health training programs. Manages the safety awards program.
5. Prepares reports such as accident analysis, exposure, Occupational Safety and Health Act compliance, hazards, and maintains and evaluates program records and effectiveness.
6. Participates and advises in the formulation of requirements, e.g., projects, procurements, and other similar actions, when safety and health areas are involved to assure a safe and healthful working area for employees.
7. Performs duties of the activity Radiation Protection Officer to include the initiation of requests for radiological licenses/permits and the establishment of controls for the safe use and handling of radiological material.
8. Identifies, evaluates, and prescribes policies and procedures for the control of safety and health hazards associated with hazardous materials to insure the safety and health of facility personnel and members of the public and the protection of both facility and public property.
9. Maintains liaison and coordination with the Regional Offices of the Department of Labor, Federal Safety Council, and other government or non-government agencies, activities, or installations in matters of safety and health.
10. Furnishes the executive secretary for the Safety and Health Council.

## PUBLIC AFFAIRS OFFICE (DSCR-SP)

### MISSION:

Acts as the principal advisor and assistant to the Director/Deputy Director on all public affairs matters and directs public affairs programs for the center.

### FUNCTIONS:

1. Advises the Director/Deputy Director on all public affairs matters.

2. Plans, directs, and implements the command's internal information program. Produces center employee newsletter. Directs and produces command, closed-circuit television programming, and information disseminated on the Intranet.
3. Manages a program of public information. Prepares releases for the news media. Serves as the command's focal point for news media and general public contacts and queries. Provides public affairs and marketing guidance and assistance to center activities which includes, but is not limited to, edit and layout assistance, quality control on video production, and the collection, updating, and visual interpretation of mission statistics for command presentations. Administers the Freedom of Information (FOIA) and Privacy Act programs. Clears all information for public release. Serves as focal and approval point for dissemination of all center information on the Internet.
4. Plans and executes a community relations program to sustain community support of the center. Establishes and maintains liaison with local community, civic, and trade organizations, federal government agencies, and state and local government offices. Plans and promotes undertakings conducive to the improvement of public understanding and support of the activity's programs and objectives. Represents the installation and participates in civic organizations such as the Chamber of Commerce and the Chesterfield Business Council. Manages the installation school partnership program. Coordinates and conducts civic/community group visits, tours, and other special events sponsored or supported by the activity. Serves as point of contact with the general public.
5. Serves as command historian and repository for related historical material.
6. Provides visitor assistance within DSCR and prepares the weekly Corporate Board Visitor Report.
7. Serves as action office for special or one-time events.
8. Performs functions specified in Annex A, as required.

#### DLA ENTERPRISE SUPPORT, PHILADELPHIA (DSCP-K)

##### MISSION:

On behalf of the Staff Director, DLA Enterprise Support provides the Commander of DSCP with Installation Management, Public Safety, Multi-media, Safety and Health, Morale, Welfare, and Recreation, and Business Management.

#### DIRECTOR, DSCP-K

##### MISSION:

Directs the accomplishment of responsibilities depicted in the mission statement for Support.

## BRAC ENVIRONMENTAL COORDINATOR (DSCP-K)

### MISSION:

Acts as the BRAC Environmental Coordinator, (BEC). Responsible for implementation of all environmental cleanup programs related to closure of DPSC in an expeditious and cost-effective manner in accordance with the Base Cleanup Plan (BCP) and annual budgets. The BEC is chairperson and DOD member of the BRAC Cleanup Team (BCT), which includes members and representatives from other federal and state regulatory agencies. The BEC has authorized authority and responsibility for implementing environmental restoration program initiatives that will help prepare installation property for transfer and to insure the initiatives meet federal and state regulatory requirements. Also serves as the primary coordinator/liaison with the DSCP Commander/Deputy and staff offices with regard to all environmental restoration and closure related compliance matters.

### FUNCTIONS:

1. Updates the DSCP BRAC Cleanup Plan.
2. Proposes and executes cleanup agreements or changes to existing cleanup agreements, orders and decrees, and other environmental procedures to achieve a timely and cost-effective cleanup.
3. Acts as liaison on environmental matters affecting the leasing or conveyance of property (e.g., cleanup schedules and priorities, cleanup actions and levels, reports to community leaders on cleanup progress and or possible impediments to a lease of conveyance.)
4. As directed, works in conjunction with or participates as Co-chairperson with the Restoration Advisory Board (RAB) to insure issues and concerns of the community related to restoration are adequately addressed.
5. Interfaces/works with the Local Redevelopment Authority (LRA) on environmental issues related to reuse and redevelopment concerns.
6. Establishes priorities for this action as soon as possible and expedite/suspense action items in a timely and efficient manner.
7. Reports directly to the Directorate of Support for direction.
8. Implements the DPSC Environmental Compliance Program.
9. Coordinates with other elements of Directorate when services are needed.
10. Implements the Pollution Prevention Program for DSCP. This function is required by Procurement regulations and entails reviewing purchase requests from all DSCP Directorates/Offices for hazardous materials. Consideration is given to whether or not substitute non-hazardous environmentally friendly products are available and decision is made on the best product to purchase.

## BUSINESS MANAGEMENT DIVISION (DSCP-KB)

### MISSION:

Provides administrative oversight and centralized support for the directorate. Develops and implements mid and long range plans, policies, systems, and procedures for the directorate. Coordinates and resolves directorate issues and those crossing organizational lines. Administers the Real Property Management Function. Determines key support process requirements, metrics for tracking these processes, and utilizes this data to improve customer service. Responsible for providing Audio Visual services (Photo, Video, and Graphics).

1. Develops and coordinates financial operating plans, objectives and estimates. Justifies and defends budget submissions to Comptroller.
2. Maintains the DSCP data of the DLA SRM program.
3. Administers and maintains liaison on the Real Property Maintenance Program requirements; serves as liaison with DLA.
4. Determine key processes that represent the product of all Divisions within the Directorate, develop metrics to track data, analyze trends, and present information to management to improve the services provided by Directorate of Support.
5. Conducts reviews and analyses of internal directorate operations.
6. Coordinates the development of intra-directorate policies, procedures, and programs.
7. Assists in the implementation of DoD, DLA, activity and intra-directorate policies, procedures, plans and programs.
8. Coordinates and participates in development of the directorate segments of Command operating programs; specifically, Weekly Highlights, Annual Report, Red/Green borders, etc.
9. Oversees organizational issues for the directorate. Serves as the central point of contact for all personnel action requests (reassignments, job series changes, etc.). Coordinates and evaluates mission and functions statements, organizational objectives, organization charts, fact sheets, and studies within the directorate. As required, develops organizational proposals to present to management.
10. Oversees entrance, review, and exit of Internal Review, IG, GAO, etc. audits to ensure cooperation, response and comments of subject findings. Centralizes and monitors directorate portions of the audit and monitoring of all findings.
11. Administers directorate responses to Freedom of Information requests, historical reports, and Employee Suggestion Program.
12. Coordinates ADP requirements for the directorate.
13. Supports/Represents the Directorate on various programs; such as, Savings Bonds, CFC, etc.
14. Serves as Responsible Property Officer for the Director's office. RPO on Director's staff represents all RPOs in the Directorate and serves as a single POC for Director.
15. Develops all Intranet initiatives within the Directorate of Support. Develops, trains and maintains the Support home page on the Intranet.
16. Develops, implements, and coordinates training programs designed to meet Directorate needs.
17. Controls and makes purchases on the credit card for the Director's office. Coordinates the credit card program for the Directorate and serves as single POC for the Director.

18. Coordinates awards programs for the directorate; specifically, Employee of the Month, Federal Executive Board Awards, Woman of the Year, DSCP awards, etc.
19. Provides analytical and administrative advice and assistance to the Director and other senior directorate management on administrative programs, policies, and objectives.
20. Monitors progress of programs in place through review of reports, briefings, and discussions.
21. Prepares and coordinates directorate portion of War and Emergency Support & COOP Plans, special plans, and exercises. Serves as POC on security clearances required for the Director's Office.
22. Serves as single POC on all Service Agreements. Serves as liaison to the host activity, Naval Support Activity, on all directorate related issues, i.e. long range facility planning, security, parking, etc.
23. Monitors all major projects/actions for the directorate. Prepares and coordinates briefings for the Director.
24. Approves and assigns priorities to requests for graphic, audio-visual, and photographic services.
25. Produces illustrations, drawings, videos, and photographs and reproduces videos.
26. Operates the VTC (Video Teleconference Center).

#### INSTALLATION MANAGEMENT DIVISION (DSCP-KF)

##### MISSION:

Administers and negotiates engineering support for DSCP; coordinates and advises, consistent with DLA policy, space utilization studies and program, and facility maintenance. Provides DSCP with common administrative support for mail, messenger, forms, records and publication management, claims, inventory control, equipment management, warehousing, and administration of the Copier Program. Administers the Motor Vehicle Program. Manages the Alternative Fueled Vehicle (AFV) Program and provides Administrative Vehicular Support.

#### SUPPORT SERVICES BRANCH (DSCP-KFA)

1. Serves as Accountable Property Officer for DSCP activities worldwide (DSO,DSCP-E, DSCP-P).
2. Administers and coordinates the Copier Program for DSCP.
3. Administers the Support Equipment Acquisition Program for DSCP activities worldwide.
4. Provides vehicular/driver support services.
5. Receives, sorts, distributes, and dispatches official mail and internal correspondence. Meters all outgoing DSCP mail.
6. Provides special messenger service for the DSCP Commander and Command Control Center exercises.
7. Administers commercial express mail services.
8. Provides guidance and assistance to DSCP staff elements regarding DLA/DSCP and U. S. Postal Service regulations and special mail services.
9. Receives, processes, delivers, and ensures accountability for all incoming registered mail.

10. Administers and controls all operating equipment assigned to the Center and acts as the single point of contact on equipment management.
11. Requisitions, accounts for, and issues operating supplies/equipment, common use blank forms, and furniture.
12. Initiates requests for contractual services for repair of operating supplies and equipment.
13. Prepares documents for reporting excess property.
14. Initiates Reports of Survey when loss, damage, or destruction of stocked supplies/equipment is indicated.
15. Prepares for and schedules cyclic and special inventories for accountable property.
16. Establishes, maintains, and reviews equipment records for all accountable property (hand receipts).
17. Administers the Forms Management Program.
18. Administers the Records Management Program. Provides guidance and training to DSCP employees.
19. Operates the records holding area. Transports all closed award files to the records holding area.
20. Implements procedures and controls prescribed in DLA Correspondence Guide and provides guidance and training to DSCP employees.
21. Administers the Equipment Management and Control System (EMACS).
22. Serves as the control point for Reports of Survey and Financial Liability Investigation of Property Loss. Investigates and processes personal and tort claims.
23. Administers the Publications Management Program. Authenticates or arranges for authentication of DSCP publications to include directives, instructions, and other official regulatory publications. Serves as the focal point for the distribution of publications.
24. Serves as the Alternative Fuel Vehicle Coordinator for DSCP and its CONUS field offices.
25. Receives, stores, inventories, and delivers operating supplies, equipment, common use blank forms, and furniture (including minor assemblies where necessary).
26. Reconciles receiving reports with contractual or order documents.
27. Picks up all customer declared excess supplies and equipment and returns to warehouse area. Receives, stores, and ships excess personal property for the Center.
28. Provides minor office moves and chair set-ups for events.
29. Prepares all shipment discrepancy reports.
30. Ensures an effective warehousing complex is maintained, and supplies and equipment are stored and protected properly.
31. Packs and ships a variety of items for DSCP.

#### ENGINEERING BRANCH (DSCP-KFE)

1. Programs and supervises engineering services for construction programs and construction projects.
2. Conducts contract inspection and coordinates contract execution with contracting officers and contractors.
3. Conducts in-progress and final acceptance inspections of construction to ensure performance and compliance.

4. Prepares plans, specifications, and justifications and provides engineering review of projects and facility changes.
5. Provides engineering services for military construction programming and project preparation.
6. Develop facility plans for DSCP for submission to DLA.
7. Prepares project documentation and justification for all Capital projects and repair projects requiring DLA approval.
8. Performs facility planning responsibilities including the acquisition, utilization, and disposition of facility space.
9. FACILITIES OPERATIONS BRANCH, DSCP-KFO
10. Provide architectural drawings.
11. Plans, programs and tracks facility requirements.
12. Maintains DSCP facilities and ensures continuity of operations.
13. Maintains current as-built library of plans for DSCP spaces.
14. Manages interior and exterior signage. Inspects facilities and reports deficiencies of essential maintenance and repair projects. Ensures deficiencies are corrected.
15. Ensures that DSCP buildings and structures are properly maintained by generally accepted standards for appearance, safety and housekeeping.
16. Receives and processes all written and telephonic requests for trouble service calls, recurring maintenance, and minor/major repair work.
17. Prepares statements of work, as required. Prepares plans and specifications for services, maintenance repair and construction contracts.
18. Plans, coordinates and recommends method to accomplish facilities requirement (either in-house, NPWC, or MRO Program). Tracks project from inception to completion through Facilities Projects List.
19. Expedites delivery of required supplies, parts and materials that support the facilities maintenance section.
20. Performs minor repairs to DSCP facilities.
21. Conducts tests to determine the need for repairs and installations.
22. Maintains, installs and dismantles limited scope systems furniture projects.
23. Maintains interior signage.

## SAFETY, MORALE, WELFARE & RECREATION, DSCP-KH

### MISSION:

Develops and manages programs, which assure safe and healthful working conditions.  
Establishes, manages, and promotes Health and Safety Programs for DSCP.

1. Administer the DLA Safety and Occupational and Health Programs and Medical Services Program, which includes developing the arrangements to be used for emergency medical care, scheduling examinations related to the Medical Surveillance Program, job related examinations, voluntary disease screening, health education, immunization and referrals to private physicians for DSCP and for each DSO field activity. Performs ongoing medical surveillance for associates with documented past exposures with asbestos.

2. Performs annual safety inspections, spot inspections, studies, and surveys of associates work areas to include DSO's field activities and contractor sites, where DSCP associates visit to verify contract compliance of items purchased. Investigates, determines, and recommends the elimination of physical health hazards or unsafe work practices and conditions. Maintains the Hazard Abatement Program and a detailed register to ensure timely correction of workplace risks.
3. Investigates Reports of Mishaps, which occur during duty hours involving DSCP associates (military and civilian). Prepares analysis and reports of accidents, hazard exposure, and Occupational Safety and Health Act compliance. Maintains detailed records for analysis purposes. Enters all mishap information into the DLA Safety and Health Information Reporting System. Evaluates and reports program effectiveness. Revises programs, as required.
4. Administers the Radiation Protection Program. Provides advice on the degree of hazard and effectiveness of control measures for radiation, storage, licensing, utilization, and disposal of hazardous material.
5. Coordinates and manages an effective Industrial Hygiene Program, which includes Indoor Air Quality testing for biologicals, dust, vapors and fumes; Electromagnetic Radiation Program for video display terminal users; Bloodborne Pathogen Rule; confined space training; Ozone Depleting Substance Program; local health hazard inventories; Hearing Conservation Program; Respiratory Protection Program; and Ergonomic Standards Program. Maintains detailed records, reports, and analysis for each program.
6. Manages the Personal Protective Equipment Program. Purchases and issues materials. Instruct associates in the proper application of equipment clothes and accessories, in accordance with OSHA 29 CFR 1910.
7. Develops and manages an effective Wellness Program, in accordance with DLAR 1010.2. The program operates throughout the year and includes health screenings for blood pressure, and cholesterol, a comprehensive health risk assessment, and fitness testing. Intervention classes include smoking cessation, nutrition, stress management, weight control, dental and eye care, and specific men's and women's health issues.
8. Coordinates and implements the Employee Assistance and Service Program. Professional and confidential counseling service is available 7 days a week, 24 hours a day to DSCP associates and their families. Help is available with problems; such as, emotional, family, marital, stress, legal, alcohol, drugs, financial, etc..
9. Develops and conducts safety and health training programs, which include hazard communication, radiation protection, confined space, blood-borne pathogen, supervisory safety, and additional Duty Safety Monitor training for safety representatives.
10. Coordinates with the Host for a well-organized and effective Blood Donor Program to assure DSCP maintains a blood donation factor of at least 62% by sponsoring ten blood donation campaigns annually in association with the American Red Cross.
11. Obtains, purchases, and disseminates government and industry level literature and/or materials relative to health and safety awareness in the workplace. Develops and distributes information and promotional material for the furtherance of safety, health, and medical programs available to all associates.
12. Participates and advises in the formulation of requirements; such as, those for facilities' renovations, engineering projects, procurement of new equipment, and other similar actions,

when safety and health of employees involved to assure a safe and healthful working area. Complies with DLAR 6055.1 concerning system safety requirements.

13. Conducts cardiovascular pulmonary resuscitation monthly and recertifications annually and first aid training monthly and recertifications bi-annually for associates of DSCP.
14. Participates in the Host's Safety and Health Council meeting. Participates in briefings, as required.
15. Reviews and revises regulations relevant to Safety and Health Programs to ensure a safe and healthful working environment.
16. Accomplishes the annual DSCP Safety and Health Plan for the upcoming fiscal year for all programs managed.
17. Administers the DLA Quality of Life Programs and establishment of a Quality of Life Committee, in accordance with the DLA Director's guidance by providing full time instruction and classes for the well-being of DSCP associates. Classes may include Stress Management, Taking Charge of Change, Humor, Risk and Change, Winning Writing at Work, Goal Setting, Self-Talk for Success, and Closing the Gender Gap. Regular publications include Stress Snacks, Teaming Tips for Team Members and Team Leaders, and Management Morsels.
18. Provides liaison with the Host on Morale, Welfare, & Recreation and Quality of Life Programs.
19. Coordinates with the Host on a Smoking Program and enforces the DLA Smoking Program for DSCP.

## PUBLIC SAFETY (DSCP-KS)

### MISSION:

Acts as the principal advisor and assistant to the Commander in directing the accomplishment of responsibilities for the implementation of DLA programs relating to Anti-Terrorism Force Protection (AT/FP), intelligence, counterintelligence, and foreign liaison; physical security; law enforcement and investigations; crime prevention and detection; personnel security; security of information; security education and training; and liaison with military and civilian law enforcement agencies. Ensures that implementation of the communications security program is consistent and compatible with other Command Security Programs.

1. Executes a Physical Security Program for the protection of DSCP personnel, property, material, equipment, supplies, technical support systems and classified information within DSCP.
2. Coordinates with host activity appropriate identification cards, passes, and badges for DSCP personnel and their vehicles to control and facilitate movement of personnel and vehicles within the Compound.
3. Establishes the training and utilization requirements of security and law enforcement personnel assigned to DSCP and coordinates operational and jurisdictional matters with NAVICP.
4. Provides investigative support through a Detective position for DSCP. NSA Security is responsible for offenses occurring in common spaces, outside of buildings and within NSA

facilities. Host has advised that DSCP is responsible for any offense that occurs within a tenant's facility. Incidents of actual or suspected criminal violations are immediately reported to the HQ DLA Command Security Officer.

5. Implement AT/FP Program for all of DSCP worldwide. Monitors vulnerability assessments conducted by DLA HQ for CONUS and DSOs within CONUS.
6. Refers all matters meriting further investigation directly to the appropriate investigative agency, except matters involving actual or suspected contractual fraud, violation of anti-trust laws, violations of the standards of conduct laws and regulations, DCAA audit reports, and other such matters, which are referred by Counsel to HQ DLA or the appropriate supporting investigative agency.
7. Monitors criminal investigations and coordinates crime prevention surveys of DSCP; renders reports and recommendations for correcting deficiencies and preventing recurrence of incidents, in coordination with the host activity and/or supporting investigative agencies.
8. Conducts investigations of criminal incidents within the scope of DSCP's jurisdiction and processes, secures evidence, and maintains accountability.
9. Maintains and evaluates files and statistics relating to incidents/offenses within DSCP, reflecting crime trends, loss and recovery.
10. Executes the DSCP Crime Prevention and Detection Program.
11. Provides the Commander with timely information on intelligence and counterintelligence matters bearing on successful accomplishment of the DSCP mission. In accordance with governing regulations, promptly reports compromises of classified defense material, espionage, and other significant counterintelligence actions to HQ DLA.
12. Develops security portions of the DSCP emergency plans.
13. Maintains liaison with federal, state, local, and military authorities to ensure mutual exchange of information concerning counterintelligence threats to include espionage, terrorism, and actions by dissident groups.
14. Executes the DLA Information Security Program established for the safeguarding of classified information to include security inspections to ensure organizational and individual conformity to DLA and DoD information security policies and procedures and review of reports of preliminary inquiry and formal investigation concerning violation of such policies and procedures.
15. Assist in the coordination of physical and personal security aspects of special events.
16. Executes a security training and education program, in support of mission functions in the counterintelligence, anti-terrorism, operations security, and information security program areas.
17. Studies and analyzes Foreign Intelligence Service modus operandi and formulates defensive counterintelligence actions, as necessary.
18. Maintains and arranges for installation of state-of-the-art security systems and applications. Knowledge of technology includes Intrusion Detection Devices, and access integration.
19. Reviews and periodically upgrades blueprints of facilities having physical security devices such as infrared devices, CCTV equipment, micro-wave, access control equipment and advises on replacement or upgrade.
20. Insures compliance with DLAI 5710.1, Physical Security Instruction.
21. Administers the DLA Personnel Security Program to ensure the initial and continuous evaluation of individual security eligibility to occupy civilian positions designated sensitive and to obtain security clearances on military personnel assigned to DSCP.

22. Conducts inquiries, inspections, and surveys; reviews DSCP plans and support agreements to ensure organizational and individual compliance with personnel security requirements; provides reports of violations and inspections to HQ DLA.
23. Conducts liaison with local law enforcement agencies and submits information and recommendations to HQ DLA.
24. Develops a close relationship with the NSA Fire Marshall and within DSCP; provides fire prevention training to the associates for both duty and non-duty activities.
25. Conducts individual and group briefings; advises and assists both individuals and management officials on personnel security requirements.
26. Maintains personnel security files, records, and data system requirements.
27. Administers the DSCP Parking Program and related tasks.
28. Administers the DSCP Key Control Program.